



ST. JOHN'S TEACHERS' TRAINING COLLEGE, KILIMAMBOGO
'PER ASPERA AD ASTRA'

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REF: KGO/ADM/ADVERTS/1/2025

DATE: 15TH JANUARY, 2025

ADVERTISEMENT FOR VACANT POSITION

Applications are invited from interested and qualified person for the following vacant position.

PROCUREMENT OFFICER - ENTRY "JG" 'H'

MINIMUM REQUIREMENTS

- A Diploma in Purchasing and Supplies management or its Equivalent.
- Active membership from a relevant body.
- Valid Practicing license from a relevant body.
- Minimum of 2 years' experience.
- Computer literacy and in good working knowledge in computer application.

Duties and Responsibilities

- Advise the management on the best practices concerning procurement issues as contained in the PPDA Act and any other relevant legislation.
- Ensure adherence to procurement procedures and standards through creating awareness to the users on the processes to be followed through open tendering and prequalification process for all goods and services used by the College
- Monitoring of user departments spending patterns and ensuring on-time update of procurement plan.
- Proper documentation and maintenance of all supply documents including requisitions, quotations, LPOs, LSOs, invoices and delivery notes awaiting payments.
- Ensuring proper record management of various procurement processes, decisions and contractual agreements for accountability and audit purposes.
- Responsible in the preparation and maintenance of the Asset register, and
- Perform any other duties as assigned by the administration.

Application to be submitted to the undersigned on or before **4th February, 2025**. Applicants to attach their CV's and copies of their certificates and testimonials.

St. John's Teachers Training College, Kilimambogo is an equal opportunity employer. Only shortlisted candidate will be contacted.

THE CHIEF PRINCIPAL/SECRETARY BOM
ST. JOHN'S TEACHERS TRAINING COLLEGE, KILIMAMBOGO
P.O.BOX 8 - 01000, THIKA