



**KENYA SCHOOL OF GOVERNMENT**  
Empowering the Public Service  
**Department of Consultancy Services**

**EMPLOYMENT OPPORTUNITY**  
**MANAGER, SUPPLY CHAIN**

Our client, Nyeri Water and Sanitation Company (NYEWASCO) was established as a Limited Liability Company under the Water Sector Reforms enshrined in the Water Act of 2016. Its main mandate is to provide high quality water and sanitation services to the people of Nyeri Central Sub County and its environs. The Company has a functional organizational structure, and has a well-defined strategic direction that is encapsulated in her vision and mission statements.

In an endeavor to grow to the next level, Nyeri Water and Sanitation Company seeks to recruit a highly motivated, visionary, dynamic and result-oriented candidate to fill the position of **Manager, Supply Chain**. The detailed job description is presented below:

**JOB DESCRIPTION FOR MANAGER, SUPPLY CHAIN**

<b>Job Title</b>	Manager, Supply Chain
<b>Grade</b>	NW03
<b>Corporation/Organization</b>	Nyeri Water and Sanitation Company Limited
<b>Directorate</b>	Managing Director
<b>Department</b>	Supply Chain Management
<b>Division</b>	N/A
<b>Section/Unit</b>	N/A
<b>Location/Work Station</b>	NYEWASCO HQ - NYERI
<b>Reporting Relationships</b>	
<b>Reports to</b>	Managing Director
<b>Direct Reports</b>	Senior Officer Supply Chain
<b>Indirect Reports</b>	Supply Chain Officer I - Procurement Supply Chain Officer I- Stores
<b>Job Purpose</b>	

To provide strategic leadership and guidance in the overall management of the Supply Chain function by offering technical advice on procurement of goods, works and services, inventory management and disposal as guided by the Public Procurement and Asset Disposal Act (PPADA), 2015 and Public and Assets Disposal Regulations (PPADR), 2020.

### **Key Responsibilities/ Duties / Tasks**

#### **I. Managerial / Supervisory Responsibilities**

- i. Guide interpretation and implementation of the Public Procurement and Asset Disposal Act, 2015, and its regulations, 2020 and other procurement laws and policy documents that guide procurement;
- ii. Provide leadership in management of Supply Chain Management department for timely and effective supply of goods and services in accordance with the Constitution of Kenya, PPADA 2015, PPADR 2020, Government Circulars and best practices;
- iii. Oversees the establishment and implementation of Procurement documentation and reporting systems to enable efficiency and effectiveness in the management of Supply Chain Management function;
- iv. Oversee the performance of all activities within the procurement cycle in order to ensure compliance with the relevant laws and regulations
- v. Oversee the Development and implementation of the Company procurement policy and work instructions manual.
- vi. Supervise development and implementation of work plans and evaluate performance to achieve the Company's strategic plan, and ensure adherence to the performance contracting requirements
- vii. Oversee the research on market trends to inform placing of orders or recommend appropriate awards by the MD
- viii. Spearhead identification, monitoring and mitigation of supply chain, strategic and operational risk by ensuring appropriate internal controls are in place;
- ix. Oversee the preparation and implementation of the departmental budget.
- x. Spearhead preparation and implementation of the Departmental procurement plan and the Company's annual consolidated procurement plan.
- xi. Spearheads mechanisms that encourage creativity, innovation, and adoption of technology in supply chain management to facilitate the achievement of the Company's objectives;
- xii. Oversee the preparation and execution of the disposal plan.
- xiii. Oversee the preparation, publishing and distribution of procurement and asset disposal opportunities including invitation to tender, request for quotation and proposals.
- xiv. Guide on formulation of training and development strategies for departmental staff based on a competency framework, in line with both the Company's strategy and individual needs.
- xv. Oversee appraisal, supervision, mentoring and coaching of all staff within the Supply Chain Management department to ensure business continuity.
- xvi. Coordinate implementation of a robust performance management system within the department through providing oversight of the delivery of the annual performance contract and the strategic plan;
- xvii. Oversee the uploading of tenders, expression of interest and any other relevant information to the Public Procurement Information Portal (PPIP) or/and the Company's website and review the developed clarifications to bidders, addendums and any amendments to tender documents;

- xviii. Review periodic reports for submission to the National Treasury, PPRA, and others as required on matters relating to procurement and asset disposal;
- xix. Provide leadership and guidance on management of the Company's inventory and oversee the conducting of periodic and annual stock taking and verification of the available stock levels for purposes of controlling stores, inventory and assets;
- xx. Oversee the registration and continuous updating of supplier lists, and liaison with the Authority in respect of the Authority's register of procuring agents and submission of the lists to the accounting officer for approval;

## **II. Operational Responsibilities / Tasks**

- i. Interpret and advise the MD, Company staff and external stakeholders on all procurement and asset disposal matters including processes and procedures;
- ii. Provide professional opinion and recommendations on procurement and asset disposal matters;
- iii. Coordinate the day to day administrative and operational functions of the Department
- iv. Ensure certification of invoices and vouchers by the Heads of user departments to facilitate processing of payment to suppliers and service providers;
- v. Monitoring contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts and issue certificates of completion to contractors confirming delivery and acceptance of goods, works and services for contracts which are not complex or specialized;
- vi. Develop and maintain positive relationships with Company's suppliers and service providers;
- vii. Interpret, train and implement the Public Procurement laws to ensure compliance by the Company;
- viii. Liaise with the National Treasury and the Public Procurement Regulatory Authority on matters related to procurement and asset disposal;
- ix. Appraisal, supervision, mentoring and coaching of all staff within the Supply Chain department to derive optimum delivery of service.
- x. Oversee the preparation, approval and processing of local purchase orders and service orders;

## **III. Functional Skills, Behavioral Competencies/Attributes**

- i. People management;
- ii. Financial management;
- iii. Planning;
- iv. Coordinating;
- v. Policy implementation;
- vi. Strategy implementation;
- vii. Ability to articulate and implement the Company's mandate;
- viii. Organizational, analytical, managerial and decision-making Skills;
- ix. Creativity and innovation;
- x. Technical problem-solving;
- xi. Resource management skills;
- xii. Interpersonal and communication skills;
- xiii. Integrity and commitment to producing results;
- xiv. Leadership, advocacy, relationship building and collaboration, results oriented, self-driven;
- xv. Appreciation and application technology in the work environment;
- xvi. Passion for continuous professional development;
- xvii. Initiative to achieve expected results;
- xviii. Respect for diversity;

- xix. Accuracy and attention to detail;
- xx. Records management skills;
- xxi. Quality Management Skills;
- xxii. Be proficient in computer applications;
- xxiii. Negotiation and conflict management skills; and
- xxiv. Have demonstrated merit and ability as reflected in work performance and results.

#### Job Specifications

- i. Bachelor's degree in any of the following disciplines; Supply Chain Management, Business Administration or Commerce (Supply Chain Management option), Procurement or equivalent qualification from a recognized institution;
- ii. Logistics Management, (CIPS, CPSP) or any other relevant qualifications;
- iii. Membership to Kenya Institute of Supplies Management (KISM) with good standing and current practicing license;
- iv. At least **nine (9)** years relevant work experience, **five (5)** of which must have been in a managerial role;
- v. Fulfill the requirements of Chapter six of the Constitution; and
- vi. Post graduate qualification considered an added advantage.

#### APPLICATIONS PROCESS

- a. Applications are invited from suitably qualified candidates for the above position, Women, Youth and Persons with Disabilities and those from marginalized areas are encouraged to apply.
- b. Application should be accompanied by detailed Curriculum Vitae including three (3) referees, mobile telephone contact, copies of National Identity Card, relevant certificates and other testimonials relevant to the position.
- c. Applications for the position should be sent via email or hand delivered to the address indicated below so as to reach on or before **Tuesday, April 7<sup>th</sup> 2026 at 5.00pm**, East African Time

**The Director**  
**Kenya School of Government, Embu Campus**  
**P.O Box 402-60100**  
**Embu**  
**Email: [nyewasco.recruitment@ksg.ac.ke](mailto:nyewasco.recruitment@ksg.ac.ke)**

Please note only shortlisted candidates will be contacted for interviews. The shortlisted candidates will be required to provide Credit Reference Bureau (CRB) Certificate, Kenya Revenue Authority (KRA) Tax Compliance Certificate, Stamped Ethics and Anti-corruption Commission Self Declaration Form, Directorate of Criminal Investigations (DCI) Police Clearance Certificate, and Higher Education Loans Board (HELB) Certificate of Clearance. NYEWASCO is an Equal Opportunity Employer committed to diversity and gender equality. Persons with disability (PWDs), women and those from marginalized areas are encouraged to apply. Any form of canvassing will lead to automatic disqualification.

This advertisement may also be found on Kenya School of Government website: [www.ksg.ac.ke](http://www.ksg.ac.ke) or Nyeri Water and Sanitation Company website: [www.nyewasco.co.ke](http://www.nyewasco.co.ke)