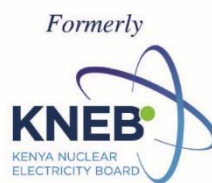


NUCLEAR POWER AND ENERGY AGENCY(NuPEA)



The Nuclear Power and Energy Agency, formerly Kenya Nuclear Electricity Board (KNEB), is a State Corporation established under the Energy Act 2019. It is charged with the responsibility of promoting and implementing Kenya's Nuclear Power Programme, carrying out research and development for the energy sector.

Towards attainment of its mandate, the Nuclear Power and Energy Agency shall develop policies and legislation, undertake public education and awareness, identify suitable sites for the construction of Nuclear Power Plants; carry out research, development and innovation on energy technologies as well as capacity building for the energy sector.

To achieve this mandate, the Management of the Nuclear Power and Energy Agency seeks to recruit dynamic and competent persons in the following positions;

PROCUREMENT OFFICERS (2 POSITIONS)

Job Ref No. NuPEA/HRA/PO/1/6/2019

Reporting to the Manager Supply Chain, the job holder will be responsible for assisting in procurement of the required goods and services at the right quality, right quantity, right time, and right price by:-

- (i) Assisting in consolidating Agency Annual Procurement & Disposal Plan.
- (ii) Assisting in implementation of Agency procurement policies and procedures.
- (iii) Assisting in ensuring efficient management of the procurement process and supply base and ensuring that adequate internal processes and systems are put in place.
- (iv) Assisting in ensuring goods works and services are acquired competitively.
- (v) Assisting in managing of human resource in the department.
- (vi) Assisting in performing statutory / regulatory obligations including procurement and Disposal Committees.
- (vii) Assisting in preparation and submission of statutory/ regulatory reports to relevant bodies as per PPADA 2015 and its Regulations.
- (viii) Assisting in ensuring that supplier's payments are processed to finance in a timely manner.
- (ix) Assisting in managing supplier's Contract and that goods, works and services are delivered in good time.
- (x) Assisting in proper performance and functioning of the stores and that goods receipt, storage, stores issuance and inventory control processes are put in place in accordance to PPADA 2015.

In the execution of this assignment, the Procurement Officers will be expected to ensure and uphold exemplary corporate Governance in line with the Agency's core values and promote a robust performance-driven culture.

a) Academic and Professional Qualifications

- (i) Degree in Purchasing and Supplies Management or any other relevant discipline from a recognized institution;
- (ii) Diploma in Purchasing and Supplies Management;
- (iii) Be a registered member with Kenya Institute of Supplies Management (KISM) in good standing.

b) Related Job Experience

- Must have at least three (3) years' relevant work experience.

c) Knowledge Skills and Competencies

The candidate must possess the following skills and competencies:-

- (i) Demonstrable knowledge of the Energy Sector in Kenya;
- (ii) Demonstrate understanding of public service values; and
- (iii) Be detail oriented, have ability to meet deadlines, while delivering on high quality results.

d) Terms of Service and Remuneration

The appointment will be for a contractual term of six (6) month's renewable subject to effective performance and delivery of set targets.

The successful candidate will be offered a competitive remuneration package for the position.

e) How to Apply

Candidates who meet the above requirements should submit their applications so as to reach the address shown below (clearly stating the reference in the letter and on the envelope) by close of business on **27th June, 2019 by 5.00p.m** East African Time.

Applicants to include CVs with details of day-time contacts, current and expected salary, notice period required to take up appointment, names and contacts of three referees. Applicants must also attach copies of all Certificates/ Testimonials, and copy of National ID/Passport and Bio Data Form (to be downloaded from www.nuclear.co.ke)

Applications to be sent by post or delivered to:

The Director, Human Resource and Administration,

Nuclear Power & Energy Agency,
KAWI COMPLEX, 2nd Floor,
Popo Road, South C, along Red Cross Road,
P.O. Box 26374-00100
Nairobi.

Detailed job description can be viewed at www.nuclear.co.ke

Or emailed to: procurement_recruitment@nuclear.co.ke

Nuclear Power and Energy Agency is an Equal Opportunity Employer committed to diversity. Persons living with disability (PWD) who have the required qualifications and skills are encouraged to apply.

Applications without the relevant qualifications, copies of documents/details as sought will not be considered.

Any form of canvassing shall lead to automatic disqualification.

Only shortlisted candidates shall be contacted.

