



ADVERTISEMENT FOR THE POST OF PROCUREMENT OFFICER.

Ndia Technical and Vocational College is a public Institution under the ministry of Education of State department for Technical, Vocational Education and Training .The Board of Governors intend to recruit a qualified professional with the following

Key Responsibilities.

The procurement Management Function entails:-

- (i) Coordination, monitor and evaluation of the supply chain function of the Institute;
- (ii) Undertake market surveys and research in inventory and stock control in accordance with the laid down regulations and procedures;
- (iii) Ensure compliance with government's Procurement regulations;
- (iv) Preparation of tender and prequalification documents for expression of interest;
- (v) Establishment of control mechanisms in management and use of materials;
- (vi) Ensure proper documentation of all procured items and services;
- (vii) Plan and coordinate purchasing and supply services;
- (viii) Control requisition of items and services;
- (ix) Determination of re-order levels in accordance with international standards;
- (x) Provision of advisory services in the procurement matters to the Institute; and
- (xi) Preparation of consolidated procurement and disposal plan.

Recognized Qualifications

The ideal candidate should possess the following qualifications and competencies.

- (i) Kenya Certificate of Secondary School (KCSE) mean grade of C plain
- (ii) Diploma in Procurement and Procurement/ Stores Management from a recognized institution.
- (iii) Member of a relevant professional body (KISM).
- (iv) Certificate of Good Conduct.



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How to apply:

1. Applications should be accompanied by detailed Curriculum Vitae, certified copies of National identity card, Professional Certificates and Testimonials.
2. Copies should be sent via registered mail or courier services or a soft copy in PDF via email address ndiatechnical@gmail.com.
3. All Kenyans who qualify are eligible: there will be no discriminations on the basis of region, tribe, or color.
4. People leaving with disability (PWD) are encouraged to apply.
5. Applications should be received on or before ...**13th March, 2026**... And addressed to:

**The Principal/Secretary Board of Governors
Ndia Technical and Vocational College
P.O BOX 4-10230.
SAGANA.**

Please note: Only shortlisted candidates will be contacted. Canvassing of any kind will lead to automatic disqualification.

Ndia Technical and Vocational College is an Equal Opportunity Employer

Qualified persons living with disabilities are encouraged to apply.



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