



NAIROBI METROPOLITAN AREA TRANSPORT AUTHORITY VACANCY ANNOUNCEMENTS

CAREER OPPORTUNITIES FOR SENIOR MANAGEMENT POSITIONS

The Nairobi Metropolitan Area Transport Authority (NaMATA) is a **State Corporation**, established via the Nairobi Metropolitan Area Transport Authority Order, 2017 (Legal Notice No. 18 of 2017), covering the five (5) Counties that make the Metropolitan area, namely, Nairobi, Kajiado, Machakos, Muranga and Kiambu.

NaMATA has the responsibility of planning, regulating and coordinating the supply of adequate and effective Mass Rapid Transit System (MRTS) in the Nairobi Metropolitan Area (NMA). Pursuant to the provisions of the Legal Notice No, 18 of 2017, the Board of Directors invites applications from suitably qualified Kenyans citizens who wish to be considered for the positions listed below at the Nairobi Metropolitan Area Transport Authority.

Job Summaries, Job Specifications & Person Qualifications - have been provided for the following positions:

#	Job Reference	POSITION	NaMATA GRADE	No. OF POSITIONS
1	NaMATA/HR/001/2026	Deputy Director, Infrastructure Development	3	1
2	NaMATA/HR/002/2026	Deputy Director, Network Management	3	1
3	NaMATA/HR/003/2026	Deputy Director, Corporate Policy, Research & Strategy	3	1
4	NaMATA/HR/004/2026	Deputy Director, Legal Services	3	1
5	NaMATA/HR/005/2026	Assistant Director, Infrastructure Development	4	3
6	NaMATA/HR/006/2026	Assistant Director, Network Management	4	3
7	NaMATA/HR/007/2026	Assistant Director, Legal Services	4	1
8	NaMATA/HR/008/2026	Assistant Director, Human Resource & Administration	4	1
9	NaMATA/HR/009/2026	Assistant Director, Supply Chain Management	4	1

Terms of Service and Remuneration - The successful candidate will serve as detailed in the specific job profiles posted on the website. The salary and other benefits attached to this position will be as determined by the Board guided by the State Corporations and Advisory Committee (SCAC) in consultation with the Salaries and Remuneration Commission (SRC).

For the detailed Job Profile, Specification and general information on NaMATA, please visit the Authority's website, www.namata.go.ke.

Successful applicants are expected to fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, and **MUST** obtain and submit **VALID** clearance certificates from the following organizations upon offer of appointment:

- a. Individual Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- b. Higher Education Loans Board (HELB)
- c. Directorate of Criminal Investigation (Certificate of Good); and
- d. An Approved Credit Reference Bureau

Candidates who meet the above requirements should submit their applications so as to reach the address shown below on **15th September, 2026** at **12:00 noon**. Applications should include CVs with details of day time contacts, current and expected salary, notice period required to take up appointment, names and contacts of three (3) referees. Applicants must also attach copies of all Certificates/Testimonials, and copy of National ID / Passport.

**The Chairman,
Nairobi Metropolitan Area Transport Authority (NaMATA),
Prism Towers, Upper Hill
3rd Ngong Avenue, 32nd Floor
P. O. Box 30117 - 00100,
NAIROBI**

Or emailed to: recruitment@namata.go.ke or hand delivered and inserted in the **Recruitment Box** placed on the 32nd Floor.

NaMATA is an Equal Opportunity Employer committed to diversity and gender equality. Persons living with disability (PWDs), women and those from marginalized areas are encouraged to apply.

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

Any form of canvassing shall lead to automatic disqualification.

Names of the shortlisted candidates will be forwarded to the Ethics & Anti-Corruption Commission (EACC) for clearance. Only those cleared by the EACC shall be contacted.

1. Job Reference: NaMATA/HR/001/2026 – One (1) Post

Designation : Deputy Director, Infrastructure Development
Job Grade : NaMATA JG 3:
Reports to : Director, Projects & Programmes

a) Job Specifications

Officers will be responsible to their Head of Directorate, for design and development and maintenance of public transport infrastructure within the Nairobi Metropolitan Area (NMA).

b) Duties and Responsibilities

- (i) Coordinating the development and implementation of MRTS and NMT policies, strategies, standards, procedures and guidelines;
- (ii) Overseeing the development and maintenance of MRTS and NMT infrastructure and associated facilities;
- (iii) Ensuring MRTS and NMT services are integrated with other modes of public transport;
- (i) Liaising with the implementing entities to ensure development works are delivered as per schedule and to the specified quality;
- (iv) Overseeing priority programmes and project implementation through set timelines, budgets and resource allocation;
- (v) Ensuring the preparation of periodic programmes and projects reports;
- (vi) Spearheading the Identification of MRTS and NMT Infrastructure development priority areas for funding;
- (vii) Coordinating the preparation of funding proposals for projects and programmes;
- (viii) Overseeing the preparation of contracts for MRTS and NMT infrastructure development;
- (ix) Partnering with external finance agencies for resource mobilization and developing various project financing models;
- (ii) Coordinating the preparation of tender specifications and documents for MRTS and NMT infrastructure works;
- (x) Reviewing the generated reports on projects and programmes;
- (xi) Coordinating the identification and preparation of list of lead actors for corporate resource mobilization;
- (xii) Reviewing policies, analytic briefs and reports;
- (iii) Overseeing the integration of Public Transport and land use planning in the Nairobi Metropolitan Area (NMA); and
- (xiii) Overseeing the design development and maintenance of MRTS stations, depots and associated Infrastructure.

c) Person Specifications

For appointment to this grade a candidate must have: -

- (i) A minimum period of ten (10) years in relevant work experience and at least three (3)
- (ii) years in supervisory role in a position in the Public Service or Private Sector;
- (iii) Master's degree in Civil Engineering, Architecture, Project Management/Construction
- (iv) Management or any other relevant qualifications;
- (v) Bachelor's degree in Civil Engineering, Architecture, Project Management/Construction Management or Equivalent qualifications;
- (vi) Management course lasting not less than four (4) weeks from a recognized institution;
- (vii) Membership/Registration of a professional body in good standing where applicable; and
- (viii) Proficiency in computer applications.

Job Reference: NaMATA/HR/002/2026 – One (1) Post

Designation : Deputy Director, Network Management
Job Grade : NaMATA JG 3
Reports to : Director, Public Transport Operations & Management

a) Job Specifications

Officers will be responsible to their Head of Directorate, for planning and managing the transportation network, focusing on efficient infrastructure use, and leveraging Transport Management Centre (TMC) and Intelligent Transport System (ITS) to enhance public transport services. They ensure consistent service delivery, optimize operational efficiency, and develop training programs to ensure regulatory compliance and service quality.

b) Duties and Responsibilities

- (i) Coordinating the development and implementation of MRTS and NMT policies, strategies, standards, procedures and guidelines;
- (ii) Overseeing the development and maintenance of MRTS and NMT infrastructure and associated facilities;
- (iii) Ensuring MRTS and NMT services are integrated with other modes of public transport;
- (iv) Liaising with the implementing entities to ensure development works are delivered as per schedule and to the specified quality;
- (v) Monitoring priority programmes and project implementation through set timelines, budgets and resource allocation;
- (vi) Ensuring the preparation of periodic programmes and projects reports;
- (vii) Coordinating the Identification of MRTS and NMT Infrastructure development priority areas for funding;

- (viii) Coordinating the preparation of funding proposals for projects and programmes;
- (ix) Preparing tender specifications and documents for MRTS and NMT infrastructure works;
- (x) Coordinating the identification and preparation of list of lead actors for corporate resource mobilization;
- (xi) Ensuring the preparation of policies and analytic brief for top management;
- (xii) Organizing the integration of Public Transport and land use planning in the Nairobi Metropolitan Area (NMA);
- (xiii) Identifying and Liaising with external finance agencies for resource mobilization and developing various project financing models; and.
- (xiv) Coordinating the Collection and collating of social economic and environmental data for development of MRTS and NMT infrastructure.

c) Person Specifications

For appointment to this grade a candidate must have: -

- (i) A minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the Public Service or Private Sector;
- (ii) Master's degree in Civil Engineering, Architecture, Project Management/Construction Management or its equivalent from a recognized institution;
- (iii) Bachelor's degree in Civil Engineering, Architecture, Project Management/Construction Management or its equivalent from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership/Registration of a professional body in good standing where applicable; and
- (vi) Proficiency in computer applications.

2. Job Reference: NaMATA/HR/003/2026 – One (1) Post

Designation : Deputy Director, Corporate Policy, Research & Strategy
 Job Grade : NaMATA JG 3
 Reports to : Director, Corporate Services

a) Job specification

Corporate Policy, Planning and Research Officers are responsible, to their Head of Directorate, for initiating policy formulation, Research, Coordination of Risks Management, Performance Management, Quality Management systems, preparation of annual workplans and performance contracts, Monitoring & Evaluation, and development and reviewing strategic plan of the Authority.

b) Duties and Responsibilities

- (i) Overseeing the development and implementation of Authority Risk Management framework;
- (ii) Overseeing risk management of the Authority in the business continuity, corporate governance, enterprise risk, information and security risk, regulatory and operational risk and technology risk;
- (iii) Promoting and monitoring continuous quality improvement within the Authority in line with the ISO standards;
- (iv) Assist the director in developing Council agenda on risk management.
- (v) Advising Management on acquisition of relevant ISO certifications for the Authority;
- (vi) Compiling data for trend analysis and reporting, and developing programs or action plans for implementation by the Authority;
- (vii) Ensuring regular quality assessment visits on various Authority projects;
- (viii) Preparation of annual Quality Improvement plans;
- (ix) Overseeing compliance of written policies and procedures established by the Authority and periodically reviewing the policies/procedures and making recommendations for revisions and improvement;
- (x) Developing and planning effective training for staff in regard to Quality and Risk Management;
- (xi) Overseeing management of risk incidents and keeping a record of all risk incidents in the Authority;
- (xii) Partnering with all departments to ensure efficient work flow, quality programs and compliance in line with ISO procedures;
- (xiii) Overseeing regular ISO audits and quality assurance within the Authority;
- (xiv) Organizing for ISO audits within the Authority;
- (xv) Overseeing review of ISO procedures to ensure compliance;
- (xvi) Regular response to risk questions and concerns within the Authority.
- (xvii) Ensure back up of documents to spread risks
- (xviii) Ensuring adherence of good practices

c) Person Specifications

For appointment to this grade, a person must have: -

- (i) At least ten (10) years' relevant experience, four (4) of which must be in management level;
- (ii) Bachelor's degree in any of the following disciplines: Finance, Economics, Risk Management, Statistics, Business related studies or related disciplines from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Finance, Economics, Risk Management, Statistics, Business related studies or related disciplines from a recognized institution;
- (iv) Be a Certified Risk Management Professional (CRMP), Risk Management Professional (RMI77 PMI), Certified Risk Management Assurance (CRMA), Certified ISO Auditor or any other relevant qualification;
- (v) Must be a member of a relevant professional body in good standing;
- (vi) Proficiency in computer applications;

- (vii) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (viii) Management course lasting not less than four (4) weeks from a recognized institution; and
- (ix) Proficiency in computer applications.

3. Job Reference: NaMATA/HR/004/2026 – One (1) Post

Designation : Deputy Director, Legal Services
 Job Grade : NaMATA JG 3
 Reports to : Corporation Secretary & Director, Legal Services

a) Job Specification

Officers are responsible to the Head of their Directorate for providing Board Secretarial and related services to the Board of Directors and ensure effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation including provision of legal advice to members of management.

b) Duties and responsibilities

- (i) Ensure compliance with national, county and international legal instruments governing metropolitan transport affairs, including monitoring implementation and providing periodic compliance reports and advisory.
- (ii) Provide strategic legal and corporate advisory services to the Board and Management, including interpretation of laws, preparation of legal opinions and timely guidance on legal and regulatory matters.
- (iii) Provide effective Board secretariat services, including coordinating Board business, preparing and maintaining records of proceedings, and implementing or facilitating decisions as directed by the Board.
- (iv) Develop, review and maintain the Authority's legal and regulatory framework, including policies, codes, rules, regulations, guidelines, by-laws, directives and treaties, and facilitate their approval and gazettelement.
- (v) Coordinate and oversee the Authority's representation in courts, tribunals and other judicial or quasi-judicial bodies, safeguarding the Authority's interests and ensuring effective defence of its legal position.
- (vi) Manage all litigation and dispute-resolution matters, including monitoring outstanding cases, instructing and supervising external advocates, and ensuring that legal proceedings are handled in the Authority's best interests.
- (vii) Establish and oversee the Authority's Alternative Dispute Resolution (ADR) framework, including promoting preventive legal strategies, building stakeholder capacity and facilitating engagement with national and international ADR mechanisms.
- (viii) Draft, review, negotiate and vet contracts and other legal instruments, including leases, licences, service-level agreements, memoranda of understanding and business transaction documents, to protect the Authority's interests and manage contractual risks.

- (ix) Undertake legal due diligence and provide legal advice on proposed transactions, approvals, licences, partnerships, leases and other relationships involving the Authority, its tenants, licensees, partners and third parties.
- (x) Conduct and coordinate legal and regulatory compliance audits and risk assessments, identify potential legal risks and ensure that appropriate mitigation and corrective measures are implemented.
- (xi) Establish and maintain legal and statutory registers, including the Legal Registry, Securities Register, Lease Register, Licences Register and Register of Codes, Regulations, Rules, Guidelines, By-laws and Treaties.
- (xii) Advise on and oversee legal relationships concerning the Authority's assets, including preparation, vetting and management of leases, licences and other contractual arrangements with tenants and stakeholders.
- (xiii) Provide legal guidance on enforcement, regulatory approvals and operational requirements, including maintaining records of enforcement and compliance activities and establishing appropriate legal accountability mechanisms.
- (xiv) Promote legal awareness, ethics and governance across the Authority, including interpretation and dissemination of legal requirements, staff training, implementation of Mwongozo and the Code of Conduct and Ethics.
- (xv) Liaise and collaborate with the Attorney-General, external advocates, law-enforcement agencies, regulators and other stakeholders, while coordinating with internal functional areas to resolve legal issues, facilitate compliance and support achievement of the Authority's strategic objectives.

c) Person Specifications

For appointment to this grade, an officer must have:

- (i) A minimum of ten (10) years in relevant work experience and at least four (4) years in management in the Public or Private Sector;
- (ii) Bachelor of Laws degree or equivalent qualifications from a recognized institution;
- (iii) Master's Degree in any of the following disciplines; Law, Metropolitan transport or equivalent qualifications from a recognized institution;
- (iv) Postgraduate Diploma in Law from the Kenya School of Law;
- (v) Admitted as an Advocate of the High Court of Kenya;
- (vi) Hold a valid practicing certificate;
- (vii) Member of the Law Society of Kenya; and
- (viii) Management course lasting not less than four (4) weeks from a recognized institution.

4. Job Reference: NaMATA/HR/005/2026 – Three (3) Posts

Designation	:	Assistant Director, Infrastructure Development
Job Grade	:	NaMATA JG 4
Reports to	:	Deputy Director, Infrastructure Development

a) Job Specifications

Officers will be responsible to their Deputy Director, for design and development and maintenance of public transport infrastructure within the Nairobi Metropolitan Area (NMA).

b) Duties and Responsibilities

- (i) Coordinating the development and implementation of MRTS and NMT policies, strategies, standards, procedures and guidelines;
- (ii) Overseeing the development and maintenance of MRTS and NMT infrastructure and associated facilities;
- (iii) Ensuring MRTS and NMT services are integrated with other modes of public transport;
- (iv) Liaising with the implementing entities to ensure development works are delivered as per schedule and to the specified quality;
- (v) Monitoring priority programmes and project implementation through set timelines, budgets and resource allocation;
- (vi) Ensuring the preparation of periodic programmes and projects reports;
- (vii) Coordinating the Identification of MRTS and NMT Infrastructure development priority areas for funding;
- (viii) Coordinating the preparation of funding proposals for projects and programmes;
- (ix) Preparing tender specifications and documents for MRTS and NMT infrastructure works;
- (x) Coordinating the identification and preparation of list of lead actors for corporate resource mobilization;
- (xi) Ensuring the preparation of policies and analytic brief for top management;
- (xii) Organizing the integration of Public Transport and land use planning in the Nairobi Metropolitan Area (NMA);
- (xiii) Identifying and Liaising with external finance agencies for resource mobilization and developing various project financing models; and.
- (xiv) Coordinating the Collection and collating of social economic and environmental data for development of MRTS and NMT infrastructure.

c) Person Specifications

For appointment to this grade a candidate must have: -

- (i) A minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the Public Service or Private Sector;
- (ii) Master's degree in Civil Engineering, Architecture, Project Management/Construction Management or its equivalent from a recognized institution;
- (iii) Bachelor's degree in Civil Engineering, Architecture, Project Management/Construction Management or its equivalent from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;

- (v) Membership/Registration of a professional body in good standing where applicable; and
- (vi) Proficiency in computer applications.

5. Job Reference: NaMATA/HR/006/2026 – Three (3) Posts

Designation : Assistant Director, Network Management
 Job Grade : NaMATA JG 4:
 Reports to : Deputy Director, Network Management

a) Job Specifications

Officers will be responsible to their Deputy Director, for planning and managing the transportation network, focusing on efficient infrastructure use, and leveraging Transport Management Centre (TMC) and Intelligent Transport System (ITS) to enhance public transport services. They ensure consistent service delivery, optimize operational efficiency, and develop training programs to ensure regulatory compliance and service quality.

b) Duties and Responsibilities

- (i) Coordinating the development and implementation of MRTS and NMT policies, strategies, standards, procedures and guidelines;
- (ii) Overseeing the development and maintenance of MRTS and NMT infrastructure and associated facilities;
- (iii) Ensuring MRTS and NMT services are integrated with other modes of public transport;
- (iv) Liaising with the implementing entities to ensure development works are delivered as per schedule and to the specified quality;
- (v) Monitoring priority programmes and project implementation through set timelines, budgets and resource allocation;
- (vi) Ensuring the preparation of periodic programmes and projects reports;
- (vii) Coordinating the Identification of MRTS and NMT Infrastructure development priority areas for funding;
- (viii) Coordinating the preparation of funding proposals for projects and programmes;
- (ix) Preparing tender specifications and documents for MRTS and NMT infrastructure works;
- (x) Coordinating the identification and preparation of list of lead actors for corporate resource mobilization;
- (xi) Ensuring the preparation of policies and analytic brief for top management;
- (xii) Organizing the integration of Public Transport and land use planning in the Nairobi Metropolitan Area (NMA);
- (xiii) Identifying and Liaising with external finance agencies for resource mobilization and developing various project financing models; and.
- (xiv) Coordinating the Collection and collating of social economic and environmental data for development of MRTS and NMT infrastructure.

c) Person Specifications

For appointment to this grade a candidate must have: -

- (i) A minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the Public Service or Private Sector;
- (ii) Master's degree in Civil Engineering, Architecture, Project Management/Construction Management or its equivalent from a recognized institution;
- (iii) Bachelor's degree in Civil Engineering, Architecture, Project Management/Construction Management or its equivalent from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership/Registration of a professional body in good standing where applicable; and
- (vi) Proficiency in computer applications.

6. Job Reference: NaMATA/HR/007/2026 – One (1) Post

Designation : Assistant Director, Legal Services
Job Grade : NaMATA JG 4
Reports to : Deputy Director, Legal Services

A. Legal services

a) Job Specification

Officers are responsible to their Deputy Director, for providing Board Secretarial and related services to the Board of Directors and ensure effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation including provision of legal advice to members of management.

b) Duties and responsibilities

- (i) Advising the Authority on all legal matters that may arise in its operations;
- (ii) Drawing and vetting of Contracts, agreements and other legal documents;
- (iii) Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation;
- (iv) Negotiating for contracts;
- (v) Undertaking legal research;
- (vi) Monitoring compliance with regulatory and legislative requirements;

B. Board Secretariat

a) Duties and Responsibilities

- (i) Providing secretarial services to the Board and its Committees.
- (ii) Providing of guidance to the Board on their duties and responsibilities and on matters of Governance;
- (iii) Facilitating Annual Board Evaluation;
- (iv) Facilitating Governance Audits;
- (v) Keeping safe Custody and accounting for of the Corporation's seal, securities, agreements, Minutes, titles and other legal instruments; and

b) Person Specifications

For appointment to this grade, an officer must have: -

- (i) A minimum of eight (8) years and at least three (3) experience in supervisory role in the Public or Private Sector;
- (ii) Bachelor of Laws degree from a recognized institution;
- (iii) Master's Degree in any Law or equivalent qualifications from a recognized institution;
- (iv) Postgraduate Diploma in Law from the Kenya School of Law;
- (v) Admitted as an advocate of the High Court Kenya;
- (vi) Hold a valid practicing certificate;
- (vii) Member of the Law Society of Kenya;

- (viii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution; and
- (ix) Proficiency in computer applications.

7. Job Reference: NaMATA/HR/008/2026 - One (1) Post

Designation : Assistant Director, Human Resource & Administration
 Job Grade : NaMATA JG 4:
 Reports to : Deputy Director, Human Resource & Administration

a) Job Specifications

Officers are responsible to their Deputy Director, for developing, implementing, and reviewing human resource and administration policies, strategies, regulations, guidelines, and procedures; coordinating human resource training and development programmes; staff compensation and benefits schemes and performance management systems.

b) Duties and responsibilities will entail;

- (i) Coordinate the formulation, implementation and review of HR strategies, policies, regulations, systems and programmes in line with the Authority's mandate and applicable public service requirements.
- (ii) Oversee human resource planning, workforce development, staff establishment and career management, including implementation and review of Human Resource Career Guidelines.
- (iii) Lead the identification, design, implementation, monitoring and evaluation of training and development programmes based on organisational and individual staff needs.
- (iv) Oversee staff induction and onboarding, employee welfare, employee relations, staff discipline and initiatives that promote a productive and harmonious workplace.
- (v) Supervise payroll administration, reconciliation of staff complement and establishment, processing of non-payroll deductions, and timely preparation and submission of statutory deductions.
- (vi) Oversee the development, maintenance and updating of the HR database, HR information management systems and internal HR communication mechanisms.
- (vii) Coordinate the annual performance target-setting process and facilitate implementation of approved performance management requirements.
- (viii) Ensure compliance with statutory and regulatory requirements relating to occupational health and safety, HIV/AIDS, alcohol and substance abuse, gender and disability mainstreaming, and other workplace obligations; and serve as Secretary to the Training Committee.

- (ix) Oversee staff separation and processing of pension claims, while supervising, mentoring, training and developing staff under the officer's supervision.

d) Person Specifications

For appointment to this grade a candidate must have: -

- (i) A minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the Public Service or Private Sector;
- (ii) Master's degree in Human Resource Management or any other relevant qualifications;
- (iii) Bachelor's degree in Human Resource Management or equivalent qualifications;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership of the Institute of Human Resource Management; and
- (vi) Proficiency in computer applications.

8. Job Reference: NaMATA/HR/009/2026 - One (1) Post

Designation : Assistant Director, Supply Chain Management
Job Grade : NaMATA JG 4
Reports to : Deputy Director, Supply Chain Management

a) Job Specifications

Officers are responsible to their Deputy Director, for undertaking activities that will enable the Authority to achieve its strategic goals through implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets.

b) Duties and responsibilities will entail;

- (i) Providing input into the annual procurement and disposal plans;
- (ii) Implementing the annual procurement and disposal plans;
- (iii) Coordinating procurement and disposal activities;
- (iv) Preparing contract documents for goods, works and services;
- (v) Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- (vi) Providing secretariat to committees' incidental to procurement of goods and services, and disposal of assets;
- (vii) Overseeing periodic and annual stocktaking exercise;
- (viii) Coordinating disposal of assets activities; and
- (ix) Preparing draft statutory reports to PPRA.

a) Person Specifications

For appointment to this grade a candidate must have: -

- (i) A minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the Public Service or Private Sector;
- (ii) Masters Degree in Supply Chain Management, Logistics or equivalent qualification from a recognized institution;
- (iii) Bachelor's Degree in Procurement, Purchasing, logistics, Business Administration, Commerce, Economics or its equivalent qualification from a recognized institution;
- (iv) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (v) A member of the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Supplies (CIPS) and in good standing;
- (vi) Proficiency in computer applications.