



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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**RE: INTERNAL ADVERTISEMENT FOR PROCUREMENT ASSISTANT (SUPPLY CHAIN MANAGEMENT ASSISTANT) 'H' (1 Post)**

Applications are invited from suitably qualified serving employees in the County Government of Nyeri for the above stated position.

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, [www.nyeri.go.ke](http://www.nyeri.go.ke)

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2018/2019, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should be sent or delivered to:

**THE SECRETARY,  
NYERI COUNTY PUBLIC SERVICE BOARD,  
KARSON'S PHOTO HOUSE KIMATHI STREET  
P.O BOX 90-10100,  
NYERI**

All applications should reach the Secretary on or before **5<sup>th</sup> April 2019**

**Note:**

Employees appointed on short term contracts are eligible for consideration.

## **PROCUREMENT ASSISTANT (SUPPLY CHAIN MANAGEMENT ASSISTANT) 'H' (1 Post)**

The officer will be reporting to the Director, Procurement and Supplies, and will be responsible of the following duties and responsibilities:

- a) Issuing and receiving items and documents at the stores
- b) Assisting in stock taking periodically
- c) Preparing monthly reports
- d) Ensuring proper reconciliation
- e) Any other duties as may be assigned by the Supervisor

### **Requirements for appointment**

- a) Must be a Kenyan citizen
- b) Must have a KCSE C-with C- in mathematics, English or Kiswahili.
- c) Diploma in Supply Chain Management from Chartered Institute of Purchasing and Supplies or its equivalent from a recognized institution.
- d) Shown merit and ability as reflected in work performance and results.
- e) Has experience in IFMIS operations and specifically e-procurement

### **Terms of appointment**

- Three (3) years contract.
- Salary will be as per the Salaries and Remuneration Commission (SRC)