



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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### **INTERNAL ADVERTISEMENT: SUPPLY CHAIN MANAGEMENT OFFICER II / SUPPLY CHAIN MANAGEMENT ASSISTANT II, JOB ROUP 'J'- (5 Posts)**

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

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  
Email: [cpsb@nyeri.go.ke](mailto:cpsb@nyeri.go.ke)  
CELLPHONE: 0745342000 / 0733977003**

All applications should reach the Secretary on or before **11<sup>th</sup> September 2019**

#### **Duties and responsibilities:**

- i. Undertaking routine procurement duties;
- ii. Oversee storage of procured items;
- iii. Ensure security and safe custody of stores;
- iv. Procurement and storage of stores;

- v. Oversee the issuing and rationing of stores;
- vi. Making recommendations for disposal of unserviceable and/or other stores;
- vii. Assisting in periodic stock taking;
- viii. Maintain inventory and stock control;
- ix. Any other duties as may be assigned by the Supervisor

**Requirements for Appointment**

- i. Bachelor's degree in any of the following: Commerce, Business Administration (Procurement and Supply Chain Management option), Procurement and Supplies or the equivalent from a University recognized in Kenya.
- ii. Must be currently serving in the County Government, for a minimum duration of three (3) years

**OR**

- i. Diploma in Procurement and Supply Chain Management
- ii. Must be currently serving in the County Government of Nyeri for a minimum duration of five (5) years.