

# USAID BORESHA JAMII

Kisumu Town Campus, Along Ojijo Oteko Road,  
Milimani – Kisumu.  
P.O. Box 210 - 40600, Bondo, Kenya.



JARAMOGI OGINGA ODINGA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
(JOOUST)

18<sup>th</sup> February, 2022

## JOB RE-ADVERTISEMENT

USAID Boresha Jamii (U-BJ) is an integrated Project that undertakes PEPFAR, Reproductive, Maternal, Neonatal, Child Health and WASH activities, through the United States Agency for International Development (USAID) implemented by the Jaramogi Oginga Odinga University of Science and Technology (JOOUST) as its Prime with PATH Kenya and SCORE Kenya as its Sub Awardees. The project also works with four local implementing partners. The project is implemented in the counties of Kakamega, Kisumu, Vihiga and Nyamira.

The aim of the program is to provide integrated activities to achieve the Kenya Health Partnerships for Quality Services (KHPQS) goal and objectives, building on USAID's investment in health systems strengthening and FP/RMNCAH/WASH and Nutrition through supporting the Ministry of Health in achieving journey to self-reliance (J2SR) in Cluster 5 Counties of Western Kenya Region. The focus is to increase the use of Quality County led health and social services in the following programmatic areas; HIV care and treatment, Family Planning, Reproductive Health, Maternal, Neonatal, Child and Adolescent Health and Nutrition (FP/RHMNCAH), Water and Sanitation (WASH), and mitigating social determinants that affect Orphans and Vulnerable Children (OVC), Key and Priority Population (KP/ PP) and Voluntary Medical Male Circumcision (VMC).

USAID Boresha Jamii Program (UBJ) is seeking to recruit a qualified, dedicated, and competent individual to fill the following vacant position within the Program: -

**POSITION: PROCUREMENT MANAGER- (ONE POSITION)**  
**JOB GRADE: BJ 9**  
**REF NO: UBJ/PM/2/2022**

Reports to the Finance and Administration Manager

### Job Summary

The position has overall responsibility for managing the operations of the supplies and procurements of the program, ensuring adherence to the statutory guidelines, USAID rules and requirements, Procurement Policies and the PPAD Act and regulations.

### Roles and Responsibilities

- Planning and coordinating of the supplies management function.
- Managing the tendering process and contracts.
- Train and guide user departments on effective and efficient procurement procedures as applicable to USAID programming.
- Ensure timely and efficient availability of supplies by enabling contractual relationships with external suppliers while minimizing undue exposure to litigation.



- Enforcement of procurement regulations as articulated in the policies, systems and procedures and updating management in changes as and when they happen.
- Advice administration on various procurement regulations as and when required.
- Attend all memos marked to the department for further action.
- Be available as a key stakeholder during internal and external audits.
- Supervise staff and manage their performance ensuring they meet standards.
- Consolidate procurement plans and liaising with the program teams to ensure the requests have clear specifications.

### Minimum Requirements

- Master's Degree in Procurement Management or Supply Chain Management from a recognized University.
- Professional procurement qualifications (Certified Procurement and Supply Professional -K (CPSP-K) or equivalent membership of a recognized professional procurement organization in good standing.
- Cumulative 6 years continuous working in a procurement position with managerial responsibilities.
- Minimum of five (5) years in a similar or higher management position.
- Possess in-depth knowledge of prevailing Public Procurement and Disposal Act and PPD Regulations.
- Knowledge and experience using an ERP or any other procurement application software.
- Willingness to work on a flexible schedule.
- Knowledge of US federal procurement regulations and other major donor funding agencies is mandatory.
- Applicants must have experience in managing procurement in a USAID/NIH/CDC Program as a mandatory requirement.

### Terms of Service

The successful candidates will be employed on a **five-year** Project **with** a possibility of renewal with a competitive remuneration package subject to availability offunds and need for the service.

### How to apply

**NB: REF Number for the Position re-advertised MUST be captured as an email subject-UBJ/PM/2/2022.**

Candidates who satisfy the requirement stated above and interested, should forward their application in **soft copy only** including an up-to-date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts ( including postal and email addresses, and daytime telephone numbers)of three referees to reach us on or before **Monday 7<sup>th</sup> March, 2022 at 17:00PM NairobiTime to the below email address:**

Candidates who had previously applied using the job re-advertisement that went out dated 28<sup>th</sup> January,2022 need **NOT** to re-apply.

**[recruitment@boreshajamii.or.ke](mailto:recruitment@boreshajamii.or.ke)**

**and a copy to [vc@jooust.ac.ke](mailto:vc@jooust.ac.ke)**



**Additionally, please note that:**

**After the interview, the successful Candidate will be expected to submit the following as part of meeting the requirements of Chapter 6 of the 2010 Constitution of Kenya:**

1. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations,
2. Loanee Compliance Certificate to confirm if a candidate is up to date with the loan repayment.
3. Non- Loanee Compliance Certificate for those who have never benefited from HELB Loan.
4. Current Tax Compliance Certificate from KRA
5. Clearance from Ethics and Anti-Corruption Commission
6. A Clearance Certificate from an approved Credit Reference Bureau CRB.

***USAID Boresha Jamii Program is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply.***

***Only shortlisted candidates shall be contacted.***

.....**End**.....

