



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY**
P. O. BOX 62000-00200, CITY SQUARE, NAIROBI. KENYA. TEL: 67-5870000/1/2/3/4/5
OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION)

JKU/ADM/3E

17TH MAY, 2017

INTERNAL ADVERTISEMENT

Jomo Kenyatta University of Agriculture and Technology (JKUAT) is a public university which aspires to be a university of global excellence in Training, Research and Innovation for Development. In line with her vision and strategic direction, the University seeks to recruit suitable candidates to fill the following position in the **Division of Finance, Department of Procurement.**

VACANCIES

1. PROCUREMENT OFFICER – GRADE 12 REF: JKU/ADM/PO/05/2017

Applicants should meet the following minimum requirements:

- i. Master's degree with a bias in Procurement/Supplies Management with three years (3) experience in grade 11 or equivalent position
- ii. CIPS (Final Stage) from a recognized institution

OR

- i. Bachelor's degree with a bias in Procurement/Supplies Management with five (5) years' experience in grade 11
- ii. Post Graduate Diploma in Purchasing and Supplies (Final Stage - CIPS) or equivalent from a recognized institution

All applicants must be registered with a relevant professional body and must be proficient in the use of computer application

2. SENIOR ASSISTANT PROCUREMENT OFFICER – GRADE 10 REF: JKU/ADM/SAPO/05/2017

Applicants should meet the following minimum requirements:

- i. Master's degree with a bias in Procurement or Supplies Management

OR

- i. Higher National Diploma in Procurement/Supplies Management from a recognized Institution with five (5) years' experience in grade 9 or equivalent position
- ii. Post Graduate Diploma in Purchasing and Supplies (Final Stage - CIPS) or equivalent from a recognized institution

OR

- i. Bachelor's degree with a bias in Procurement/Supplies Management with five (5) years' experience in grade 9
- ii. Post Graduate Diploma in Purchasing and Supplies (Final Stage - CIPS) or equivalent from a recognized institution

All applicants must be registered with a relevant professional body and must be proficient in the use of computer application

3. ASSISTANT PROCUREMENT OFFICER – GRADE 8 REF: JKU/ADM/APO/05/2017

Applicants should meet the following requirements:

- i. Bachelor's degree with a bias in Procurement/Supplies Management

OR

- i. Higher National Diploma in Procurement/Supplies Management from a recognized Institution

All applicants must be registered with a relevant professional body and must be proficient in the use of computer application



4. **PROCUREMENT ASSISTANT, GRADE 7 - REF: JKU/ADM/PA/05/2017**

Applicants should meet the following requirements:

- i. Diploma in Procurement / Supplies Management from a recognized Institution with five (5) years' experience at grade 6 or equivalent position
- ii. KCSE or equivalent with a mean grade of D+ with a minimum of D+ in English, Mathematics

All applicants must be registered with a relevant professional body and must be proficient in the use of computer application

5. **PROCUREMENT CLERK I – GRADE 5 – REF: JKU/ADM/PCI/05/2017**

Applicants should meet the following requirements:

- i. Diploma in Procurement / Supplies Management or other related areas
- ii. KCSE or equivalent with a mean grade of D+ with a minimum of D+ in English, Mathematics

Be registered with a relevant professional body and must be proficient in the use of computer application

6. **PROCUREMENT CLERK II, GRADE 4 – REF: JKU/ADM/PCII/05/2017**

Applicants should meet the following requirements:

- i. Advanced Certificate in Procurement / Supplies Management from a recognized Institution

OR

- i. KCSE or equivalent with a mean grade of D+ with a minimum of D+ in English, Mathematics
- ii. Those in grade 3 with five (5) years' experience will be considered

All applicants must be proficient in the use of computer application

How to Apply:

Applicants should:

- (i) Submit **three (3) copies** of the letters of application, certificates, testimonials and updated curriculum vitae to include full details of education and professional qualifications, experience, present salary, names and addresses of three referees, one of whom must be from the present employment.
- (ii) Indicate clearly the position on the application letter and on the envelope which should be addressed to:
The Deputy Vice Chancellor (Administration),
Jomo Kenyatta University of Agriculture & Technology,
P.O. Box 62000-00200, City Square, **Nairobi.**
So as to be received on or before **9th June, 2017**

NB: Kindly note that these vacancies are for promotional purpose only.

Only short listed candidates will be contacted.

JKUAT is an equal opportunity employer.

