



NATIONAL TRANSPORT AND SAFETY AUTHORITY

JOB ADVERTISEMENT

The National Transport and Safety Authority (NTSA) is a State Corporation established through an Act of Parliament; Act Number 33 of 26th October, 2012. The Authority is mandated with effectively managing the road transport sub-sector and minimizing road traffic accidents and loss of lives resulting therefrom.

Pursuant to this mandate, the Authority seeks to recruit a highly motivated and results oriented candidate to fill the under mentioned position:

SENIOR DEPUTY DIRECTOR, PROCUREMENT - REF: NTSA/03/2018/02

The Senior Deputy Director, Procurement will report to the Director General and is responsible for provision of strategic direction of the procurement activities in accordance with the Public Procurement and Asset Disposal Act, 2015.

Key Duties and Responsibilities

1. Managerial / Supervisory Responsibilities

- Engage in and contribute to the development and review of the Corporate and Departmental strategies, policies, processes and standard operating procedures;
- Participate in the development and review of the Authority's Strategic Plan;
- Develop work plans and budgets for the department;
- Oversee the execution of approved departmental work plans and budgets;
- Prepare and submit monthly, quarterly and annual reports for the department;
- Prepare Board and Management Papers for approval;
- Provide continuous leadership, supervision, training and development of procurement department staff ensuring an effective and motivated team;
- Mentor and coach departmental staff;
- Oversee performance management in the department;
- Ensure the fulfilment of the departmental performance contract targets;
- Represent the department in Management meetings;
- Participate in various committees in the Authority upon appointment; and
- Identify procurement needs for the Authority/Department.

2. Operational Responsibilities / Tasks

- Maintain effective procurement systems for the Authority;
- Implement procurement policies, strategies and work plans;
- Manage, monitor and evaluate all Authority's contracts and report progress to facilitate timely decision making and implementation/completion of projects;
- Prepare and implement the Annual Budget as well as Procurement and Disposal Plans;
- Manage compliance with relevant legislation;
- Monitor and coordinate the bidding process and evaluation of tenders in line with Public Procurement Act and Regulations;
- Provide Secretarial Services to the Tender Evaluation Committees;
- Liaise with the Public Procurement Oversight Authority and other government agencies on procurement matters;
- Formulate the Authority's Procurement and Asset Disposal strategy in line with the government guidelines including the Public Procurement and Asset Disposal Act, 2015, ensuring it is properly implemented;
- Ensure development of reliable suppliers' database based on set requirements;
- Coordinate development of Procurement, Inventory Control and Asset Disposal policies and procedures; and
- Make strategic, Operational and Financial decisions.

3. Financial Responsibility

- Develop, implement and monitor the Procurement Department budget.

Qualifications and Experience

For appointment to this position, a candidate must have:

- A Bachelor's degree in Procurement, Commerce, Law or a related field from a recognized institution;
- Master's Degree in a relevant field from a recognized institution;
- Postgraduate Diploma from Chartered Institute of Purchasing and Supply;
- Twelve (12) years' relevant experience, five (5) of which must have been at a senior management position in a large organization;
- Membership to a recognized Purchasing and Supplies Management Professional Body and Practising License from KISM; and
- Proven professional competence, administrative capacities and initiative in the general organization and management of the Supply Chain Management function and thorough understanding of Supply Chain Management issues and emerging trends and techniques.

Skills and Competencies

- Visionary, transformative and result-oriented strategic thinker;
- Ability to work in multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- Strategic leadership;
- High integrity levels;
- Ability to drive change and innovation;
- Strong negotiation and analytical skills;
- Strong communication and reporting skills;
- Strong organization and inter personal skills; and
- Good leadership, mentorship and coaching skills.

Candidates interested in the above position are expected to fulfil the requirements of Chapter Six of the Constitution of Kenya. Candidates must therefore, obtain and submit the following documents together with their applications:

1. Clearance Certificate from the Criminal Investigations Department (CID);
2. Clearance Certificate from Higher Education Loans Board (HELB);
3. Tax Compliance Certificate from Kenya Revenue Authority (KRA);
4. Clearance from Ethics and Anti-Corruption Commission (EACC) and
5. Clearance from Credit Reference Bureau (CRB).

Qualified candidates should apply in confidence indicating the Job Ref. No. on both the application and envelope to the address below, enclosing CVs with full details of educational background and professional qualifications. The application should also have copies of certificates, relevant testimonials and the National ID. Applications may be deposited at the Authority's Head Office, Hill Park Plaza, Ground Floor, Upper Hill Road, Nairobi in the application box or posted to;

**The Director General
National Transport and Safety Authority
Hill Park Plaza, Upper Hill Road
P.O. Box, 3602 -00506
NAIROBI.**

All applications should be received not later than 5:00pm on 29th May 2018

NTSA is an equal opportunity employer committed to diversity and gender equality. Youth, Women and Persons with Disability are encouraged to apply. Please note that only shortlisted candidates shall be contacted. Any form of canvassing shall lead to automatic disqualification.