

THE COMMISSION ON ADMINISTRATIVE JUSTICE

(Office of the Ombudsman)



Hata Mnyonge ana Haki

CAJ/JOB/002/05/2026

INDENT FOR THE POSITION OF ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT

JOB TITLE	ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT
REPORTING	COMMISSION SECRETARY/CEO
JOB GRADE	CAJ 3
NO. OF POSTS	1
TERMS OF EMPLOYMENT	PERMANENT AND PENSIONABLE
DUTY STATION	HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- i. Overseeing the development, implementation and review of the Commission's supply chain management policies manual, plans, regulations and procedures;
- ii. Advising on all policy matters on supply chain management;
- iii. Facilitating compliance with established and internationally recognized supply chain management procedures, laws, regulations and guidelines in all procurement transactions;
- iv. Monitoring and evaluation of usage of procured goods and services;
- v. Introducing modern inventory management techniques and benchmarks;
- vi. Evaluating the performance of suppliers and contractors;
- vii. Facilitating payment of suppliers of goods and services;
- viii. Coordinating procurement market research;
- ix. Facilitating disposal of unserviceable stores; and
- x. Coordinating implementation of e-procurement strategies;

COMPETENCIES

For appointment to this position, a candidate must have;

- (i) Served in the grade of Chief Supply Chain Management Officer or its equivalent for a minimum period of four (4) years;
- (ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option), Marketing or an equivalent qualification from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: - Supply Chain Management, Logistics and Supply Chain Management, Procurement, Business Administration (Supplies Management Option) or equivalent qualification from a recognized institution;
- (iv) Certificate in Leadership/Corporate Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Valid membership to a relevant professional body;
- (vii) Meet the provisions of Chapter Six of the Constitution; and
- (viii) Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

All interested candidates who meet the job indent for this position are encouraged to send their application through the CAJ E-recruitment portal accessible via www.ombudsman.go.ke by **9nd June' 2026** at **5.00p.m.**