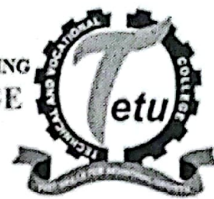




MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING
TETU TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 1716 - 10100 NYERI TEL : 0758 660 300
Website: www.tetutvc.ac.ke
Email: info@tetutvc.ac.ke | tetutvc@gmail.com



Tetu Technical and Vocational College is a Public Technical and Vocational Education and Training Institution (TVET) Institution established in accordance with the TVET Act No 29 of 2013, vide Legal Order No 92 of 2016.

APPROVED FOR
CIRCULATION

The college is inviting qualified candidates to apply for the following one post.

1. Procurement and Supplies Chain Management Assistant (1 post)



The holder of the position will report to the Principal. He /She will be responsible of the following:

a) Duties and responsibilities

- i) carrying out market surveys and research in inventory and stock control in accordance with the laid down regulations and procedures
- ii) Create and maintain relationships with venders/suppliers
- iii) Estimate and establish budgets for purchases
- iv) Review all venders and suppliers in consultation with the procurement committee
- v) Maintain purchase records and other important data
- vi) Negotiate pricing and supply contracts
- vii) Develop plans for purchasing services, and supplies
- viii) Ensure that the products and supplies meet quality standards
- ix) overseeing receiving and issuing of stores;
- x) Maintain and update a list of suppliers
- xi) ensure safe storage and distribution management of stores
- xii) Any other duty that may be assigned by the supervisor.

b) Requirements for Appointment

- (i) Diploma in Procurement and Supply Chain Management/ Stores Management or its equivalent from a recognized institution;
- (ii) Certificate in computer applications from a recognized institution.
- (iii) Registration with Kenya Institute of Supplies Management (KISM) will be an added advantage.

Terms of engagement:
Board of Governors

All interested and successful applicants who meet the above requirements should send hard copies of their testimonials to reach the office on or before **12th January 2024** at 5.00p.m. PWD

The cover of the application should be addressed;

**The Principal,
Tetu Technical and Vocational College,
P.O. Box 1716-10100,
Nyeri- Kenya.**

Please note,

1. Tetu Technical and vocational college is an equal opportunity employer. Persons with Disabilities, Youth and persons from marginalized groups and minority communities who meet the requirements of the advertised job are encouraged to apply.
2. Only shortlisted candidates will be notified and called for the interview.
3. It's criminal offence for any applicant to provide false information and documents in the job application.
4. Canvassing will lead to automatic disqualification.