



Technical University of Mombasa Enterprise Limited
Office of Managing Director

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Technical University of Mombasa Enterprise Limited (TUMEL)
Tom Mboya Street, Tudor
P.O. Box 90420-80100
Mombasa, Kenya.

JOB VACANCIES

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire a highly competent and qualified person to fill the following vacancy within its staff establishment.

S/No.	Position	Vacancy No.	No. of Posts
1	Procurement Officer	TUMEL/PO/01/11/2023	1

Reporting to: Managing Director

Duties and Responsibilities:

- Implementation of Public Procurement and Asset Disposal Act, 2015, Regulation 2020 and ensuring adherence to the laid down Procedures and policies;
- Assisting Supply Chain Management Services function in the day-t o -d a y duties, innovation, and design of Supply Chain Management operations and procedures;
- Counter check suppliers' invoices with original quotations or tender documents and ensure original terms have been adhered to;
- Determining and proposing methods and strategies for handling the Supply Chain Management Function;
- Offering secretariat services to various procurement and disposal committees;
- Improvement of strategies that are adaptive to the changing Environment and Technology;
- Advising the Accounting Officer on Supply Chain Management matters;
- Ensuring High Professionalism and Supply Chain Management Standards;
- Consolidation of the Enterprise Procurement Plan and ensure its full implementation;
- Preparing and publishing of the tender awards;
- Operationalization of e-Government Procurement Strategies and Inventory Management;
- Liaising with suppliers to ensure timely delivery of goods and services;

- Maintaining and updating a list of pre-qualified suppliers;
- Undertaking market surveys to ensure the Enterprise obtains value for money;
- Ensuring safe custody of all procurement records including appropriate documentation of files;
- Provision of appropriate guidance on the Supply Chain Management Policy matters;
- Assisting in procurement planning and budget preparation as per existing laws, regulations, and enterprise procurement policies;
- Preparation of tender documents, publishing, and evaluation;
- Giving of Professional Opinions to the Accounting Officer;
- Disposal of assets in compliance with the relevant Laws and Regulations; and
- Perform any other duties and responsibilities as may be assigned by the Managing Director or any other person placed in authority from time to time.

Qualifications and Requirements:

- At least five (5) years of relevant work experience in the Public Sector or Private Sector;
- Bachelor's Degree in Supply Chain Management or Logistics or a related field;
- Demonstrate professional competence in Supply Chain Management and emerging Supply Chain Management trends and techniques;
- Be knowledgeable with legal and regulatory provisions in the profession;
- Be knowledgeable with current and relevant government policies on procurement;
- **MUST** be registered with Kenya Institute of Supplies Management (KISM) in good standing and have a Valid Practicing License.

Personal Attributes

- Highest Integrity
- Ability to get on well with a diverse workforce.
- Good Knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

Skills & Attitudes

- Good knowledge of the Employment Laws of Kenya
- Planning, organizing, and coordinating skills
- Good communication & negotiation skills
- Teamwork and people management skills
- Report writing skills
- Ethics and Integrity

Minimum Qualification Requirements	TUMEL Grade	Consolidated Salary Range	Contract Duration
Degree	2	89,000/ - 115,767/=	3 years, renewable based on performance

NOTE:

- i. **If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.**
- ii. **Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.**

How to Apply

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates, and testimonials to be submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the **Managing Director not later than 15th November 2023 by 5:00 pm.**

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 - 80100

Mombasa.

TUMEL is an equal opportunity employer and is committed to diversity and gender equality. Women, marginalized, and minority groups are encouraged to apply.



Bernard Nyakundi

Managing Director/Board Secretary

01/11/2023