

**EXCELLENT CAREER OPPORTUNITIES**

The Public Procurement Oversight Authority is established under the Public Procurement and Disposal Act, 2005. The Authority's mission is 'to enhance national socio-economic development by facilitating and ensuring the implementation of an effective and efficient public procurement and disposal system'. Towards this end, the Authority now seeks to recruit results oriented professionals to fill the following vacant positions.

**DIRECTORATE OF TECHNICAL SERVICES**

**ADMINISTRATIVE REVIEW BOARD (ARB) SECRETARIAT**

**1) Manager/Secretary – Public Procurement Administrative Review Board (ARB) Secretariat  
REF: ARB/3/2012 (1 Position)**

This is a management position and the manager heads the ARB Secretariat and is responsible to the General Manager/Technical Services for the provision of administrative and technical support to the Public Procurement Administrative Review Board. The principal accountabilities include developing policy and operations guidelines for the Review Board; developing and implementing work processes for requests for reviews; recording proceedings at review hearings and maintaining safe custody of the boards records; preparing quarterly/annual reports on the activities of the ARB; reviewing and evaluating decisions by ARB to determine deviations from the analysis provided by the secretariat; assessing appeal cases taken for judicial review; creating awareness on the operation of the ARB and developing systems to enhance easy accessibility by the general public; developing mechanisms to reduce the number of frivolous requests; reviewing and improving ARB legal framework; reviewing ARB activities and experiences every year; proposing necessary amendments to the act and the regulations; ensuring that ARB decisions are rendered within the requested time; liaising with other arms to ensure that ARB decisions are implemented; and establishing working relationships/linkages with Attorney General's office, judiciary and other stakeholders

Applicants must have a bachelor's degree in any of the following: Commerce, Economics/Statistics, Procurement, Engineering, Law or a related field and Diploma in Purchasing and Supply from recognized institutions. A relevant Master's Degree will be an added advantage. In addition, they should have at least 4 years relevant experience and have current membership to a relevant professional body. Sound Knowledge of financial law reforms, public procurement law and regulations and, judicial, arbitration and administrative

reviews will be necessary. Proficiency in Computer, integrity, good team playing and relationship building skills are requisite.

## **CAPACITY BUILDING DEPARTMENT**

### **Capacity Building Officer II, REF: CBO/7/2012 (1 Position)**

Duties and responsibilities shall include assisting the manager (capacity building) in developing and maintaining relevant databases on various metrics including utilization of public funds through procurement planning and budgeting, enabling public officials to adapt in a changing environment through capacity building interventions, level of capacity building at the system, organization & individual levels; and initiating relevant partnership programs etc.

The ideal job holder shall have at least three (3) years relevant experience in a similar position or its equivalent and a Bachelor's degree in Purchasing and Supply Management, Commerce, Economics, Law, Engineering, Education, or a related field and Diploma in Purchasing and Supply or its equivalent from a recognized institution. In addition, the candidate shall be computer proficient and a member of a relevant professional body.

### **Archivist II, REF: ARC/7/2012 (1 Position)**

Duties and responsibilities will include coordinating and implementation of records and archives plans; develop records, archives and documentation strategies; ensure efficient implementation and interpretation of public archives and documentation regulations; work in close collaboration with the ICT manager to ensure integration of paper-based records with the electronic records management; and provide training and induction in records management to staff.

The ideal job holder shall have at least three (3) years relevant experience in a similar position or its equivalent and a bachelor's degree in Information Sciences or its equivalent from a recognized institution. In addition, the candidate shall be computer proficient and a member of a relevant professional body.

## **TERMS OF OFFER**

If you have the required qualifications, please download and fill the Application for Employment Form from our website [www.ppoa.go.ke](http://www.ppoa.go.ke), attach copies of certificates and testimonials, quote the applied vacancy reference number on the envelop.

The applications may be posted OR hand delivered and signed for at the address provided below, to be received by close of business on **Friday 9<sup>th</sup> November, 2012**.

Only shortlisted candidates will be invited for the interview. Candidates shall be required to produce originals of their National Identity Card, Academic and Professional Certificates and testimonials and addressed to;

**Director General**

**Public Procurement Oversight Authority**

**11<sup>th</sup> Floor, National Bank Building, Harambee Avenue**

**P. O. Box 58535-00200**

**NAIROBI**

The PPOA is committed to availing equal employment opportunities to all Kenyans and any form of canvassing will lead to automatic disqualification.