



**ADVERTISEMENT FOR VACANT POSITIONS**

**Job Descriptions and Specifications**

The Public Procurement Oversight Authority is established under the Public Procurement and Disposal Act, 2005. The Authority's mission is **'To facilitate access to procurement opportunities through enabling regulations that fosters value for money for national socio-economic development'**. Towards this end, the Authority is seeking to recruit results oriented professionals to fill the following vacant positions.

**(A) CAPACITY BUILDING DEPARTMENT**

**1. Capacity Building Officer II, REF: CBO/7/2014 (1 position)**

Duties and responsibilities will 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 within the system, organization & at individual levels; and initiating relevant partnership programs etc.

For appointment to this position, a candidate must have:

- i. At least three (3) years relevant experience in a similar position or its equivalent;
- ii. A degree in purchasing and supply management, commerce, economics, education (with business education), engineering or a related field;
- iii. A diploma in purchasing and supply or its equivalent from a recognized institution; and
- iv. Computer proficiency and a membership of a relevant professional body.  
A certificate in Training of Trainers will be an added advantage.

**(B) COMPLIANCE DEPARTMENT**

**2. Compliance Officer II, REF: CO/7/2014 (1 position)**

Duties and responsibilities will include assisting the manager (compliance) in relevant data capture and analysis; maintenance of data on mandatory reporting requirements such as direct procurement and disposal to employees; termination of procurement process; publication of contract awards; and annual procurement plans.

For appointment to this position, a candidate must have:

- i. At least three (3) years relevant experience in a similar position or its equivalent ;
  - ii. A bachelor's degree in purchasing and supply management, commerce, economics, law, engineering, education (with business education), engineering or a related field;
  - iii. A diploma in purchasing and supply or its equivalent from a recognized institution; and
  - iv. Computer proficiency and a membership of a relevant professional body.
- Qualifications in audit, fraud and investigations will be an added advantage.

## **(C) POLICY & RESEARCH DEPARTMENT**

### **3. Policy & Research Officer II, REF: PRO/7/2014 (1 Position)**

Duties and responsibilities will include assisting the manager (policy & research) in the review, preparation and distribution of procurement manuals and standard tender documents; provision of information for advice and assistance to procuring entities; coordinating and reporting on the stakeholder's forums; initiating development/review of relevant procurement values and ethical standards; and maintaining a contractor database and list of debarred persons.

In addition, duties will entail undertaking statistical work including drawing up survey questionnaires and conducting surveys, collect, collate, capture and analyze data on public procurement and disposal; computerization and analysis of data; writing and submitting reports on specific assignments.

For appointment to this position, a candidate must have:

- I. A minimum of an upper second class honors degree in economics, or economics and mathematics, or economics and statistics from a recognized institution; or
- II. A minimum of an upper second class honors degree in any of the subjects enumerated at (i) above with a bias towards computer science, operations research, survey techniques and demographic techniques from a recognized institution; or
- III. A minimum of an upper second class honors degree in statistics with appropriate specialization from a recognized institution;
- IV. Computer proficiency;
- V. knowledge of data analysis and data management techniques using SAS, SPSS, STATA, Access, Excel and/or other databases;
- VI. knowledge of qualitative and quantitative research methods;
- VII. Strong organizational, oral and written communication skills; and
- VIII. Knowledge of proposal and report preparation.

### **4. Policy & Research Officer I, REF: PRO/6/2014 (1 Position)**

Duties and responsibilities will include assisting the manager (policy & research) in analysis of proposals for the improvement of public procurement and disposal system; coordinating stakeholders' consultations and preparation of requisite reports; preparation and dissemination of

manuals and standard procurement documents to procuring entities and other relevant stakeholders.

In addition, duties will entail undertaking more complex statistical activities including drawing up survey questionnaires and conducting surveys, collect, collate, capture and analyze data on public procurement and disposal; computerization and analysis of data; writing and submitting reports on specific assignments.

For appointment to this position, a candidate must have:

- I. A minimum of three (3) years relevant experience;
- II. A minimum of an upper second class honors degree in economics, or economics and mathematics, or economics and statistics from a recognized institution; or
- III. A minimum of an upper second class honors degree in any of the subjects enumerated at (i) above with a bias towards computer science, operations research, survey techniques and demographic techniques from a recognized institution; or
- IV. A minimum of an upper second class honors degree in statistics with appropriate specialization from a recognized institution;
- V. Experience and knowledge of data analysis and data management techniques using SAS, SPSS, STATA, Access, Excel, and/or other databases;
- VI. Experience with qualitative and quantitative research methods;
- VII. Strong organizational, oral and written communication skills; and
- VIII. Experience in proposal and report preparation.

#### **(D) FINANCE DEPARTMENT**

##### **5. Principal Procurement Officer, REF: PRC/4/2014 (1 Position)**

Duties and responsibilities will include assisting the finance manager in management of procurement proceedings including, preparation and Implementation of procurement and disposal plans, conducting market surveys, maintenance of procurement records, inventory management and management of procurement contracts, preparation and submission of mandatory procurement reports and other duties as specified in the public procurement and disposal law.

For appointment to this position, a candidate must have:

- i. at least nine (9) years relevant experience in procurement;
- ii. a bachelor's degree in purchasing and supply management, commerce, economics, law, engineering, education, or a related field;
- iii. A diploma in purchasing and supply or its equivalent from a recognized institution;
- iv. Computer proficiency and a membership of a relevant professional body; and

- v. Practical experience in the application of procurement regulations at a management level. A master's degree in a relevant field will be an added advantage.

#### **(E) INFORMATION COMMUNICATION TECHNOLOGY (ICT) DEPARTMENT**

##### **6. Principal Information & Communication Technology Officer, REF: ICT/4/2014 (1 Position)**

Duties and responsibilities will include assisting the ICT manager in ensuring optimum ICT infrastructure and Help desk operations; ICT governance and formal controls over IT systems; Initiating and updating ICT disaster recovery plans; Initiating & updating of ICT Governance Framework; ICT budget, project, strategic and network capacity planning; enforce and updating of IT policies; liaise with ICT Service Providers and Vendors; management of Service Level Agreements (SLA); responsible for support and maintenance of ICT infrastructure; responsible for support and maintenance of ICT Core applications; maintaining the standards for server installations and applications; support, maintain and monitoring of all application servers; supporting Environment (Windows 2008, Ms Dynamic Navision, SQL, VMware, Hyper V, FreeBSD , Linux, SAN's, Symantec, Xerox CPX docushare); administration and support of the LAN/WAN infrastructure; support and maintain Active Directory end users; networking and security on ICT Infrastructure (monitoring the performance of the network and access control to the network); ensure backups and backup test restores; responsible for procurement of new hardware and software; ensuring set government standards are complied with; and user support and training.

For appointment to this position, a candidate must have:

- i. At least nine (9) years relevant experience in information communication technology;
- ii. A bachelor's degree in information communication technology/ computer science or a related field from a recognized institution;
- iii. Professional Certificate in system or database administration i.e Oracle, Microsoft, Cisco; Certificate in Linux administration; and
- iv. Experience in Networking and Server administration; and
- v. Membership of a relevant professional body.

A master's degree in a relevant field will be an added advantage.

##### **7. Information & Communication Technology Officer II (Web Applications)); Ref: ICT/7/2014 (1 Position)**

This position involves designing, developing, implementing and monitoring PPOA web applications including designing, implementing and maintaining web-based applications for PPOA use; developing and testing custom made applications/scripts and database structures; assisting in analyzing and developing requirements for web business applications; designing of use interface and making of flash banners; ensuring web security; updating web content; Web

hosting using open source environment; awareness and knowledge of web accessibility/usability and security issues.

For appointment to this position, a candidate must have:

- i. At least three (3) years relevant experience in a similar position or its equivalent;
- ii. A bachelor's degree in information communication technology/computer science or a related field from a recognized institution;
- iii. Professional certificate in web development or software programming;
- iv. Professional certificate in graphics design;
- v. Experience in Adobe Collaboration Suite;
- vi. Knowledge and experience in web and database based technologies as well as hardware and operating systems including: perl, Python, NET, ASP.NET, XML, XSLT, PHP, FreeBSD, Apache, IIS, and CSS;
- vii. Experience in Content Management Tools and Workflow; and
- viii. Membership of a relevant professional body.

**8. Information & Communication Technology Officer II (Business Applications);**

**Ref: ICT/7/2014 (1 Position)**

This position involves designing, developing, implementing and monitoring PPOA business applications including support and maintenance of ICT Core applications, DMS, ERP, HRMIS; developing and implementing new system requirement/modules; understanding PPOA process and developing new document workflows; designing, implementing and maintaining new applications; Installing training and maintaining applications; developing and testing custom made applications/scripts and database structures; enforcing and updating IT policies; liaising with ICT Service Providers and Vendors; and ensuring system backup and system security.

For appointment to this position, a candidate must have:

- i. At least three (3) years relevant experience in a similar position or its equivalent;
- ii. A bachelor's degree in information communication technology/ computer science or a related field from a recognized institution;
- iii. A professional certificate in software programming, ie, Oracle developer, Microsoft developer; and
- iv. Membership of a relevant professional body.

Knowledge of Microsoft dynamic Navision will be an added advantage.

**(F) HUMAN RESOURCE & ADMINISTRATION DEPARTMENT**

## 9. Security Officer I – Ref: HR/6/2014 (1 position)

Duties and responsibilities will include development of policies and procedures to address security concerns in PPOA; assisting in ensuring a safe and secure working environment; investigating reported security incidents; providing security awareness sessions and answering related inquiries; ensuring security of PPOA staff, facilities and assets by conducting threat and risk analyses to identify potential issues; monitoring internal control systems to ensure that appropriate information access levels and security clearances are maintained; overseeing physical security, CCTV and access control systems integration and maintenance; conduct investigations on security breaches; supervision of outsourced security personnel and ensuring their compliance with security policies and procedures; and liaise with security agencies on relevant issues.

For appointment to this position, a candidate must have:

- i. At least six (6) years relevant experience in the security sector;
- ii. A bachelor's degree from a recognized institution;
- iii. A diploma in security management or its equivalent from a recognized institution;
- iv. Experience in organizational threat and risk analysis, design and management of security systems;
- v. Experience in organizing/delivering security training/awareness seminars;
- vi. Proficiency in the use of Microsoft products; and
- vii. A high degree of initiative and ability to work independently under tight deadlines.

### HOW TO APPLY

(i) Each application should be accompanied by a copy of the National Identity Card/Passport, detailed curriculum vitae, copies of relevant academic and professional certificates, testimonials and other relevant supporting documents. Scanned copies of these documents must accompany an online application.

(ii) All applications should be clearly marked "**Application for (indicate the position applied for)**", on the envelope and submitted **on or before 5<sup>th</sup> September, 2014** in any **ONE** of the following ways:

- (a) Manual applications should be hand delivered to the reception desk on 11<sup>th</sup> floor, National Bank Building, Harambee Avenue, Nairobi.
- (b) Online applications should be e-mailed to the Director General: [info@ppoa.go.ke](mailto:info@ppoa.go.ke)
- (c) Posted applications should be addressed to:

Director General  
Public Procurement Oversight Authority  
11th Floor, National Bank Building  
P. O. Box 58535-00200,  
NAIROBI

(iii) Interested applicants must meet the requirements of Chapter Six of the Kenya Constitution and in addition must, get **clearance** from the following bodies.

- (a) Kenya Revenue Authority;
- (b) Higher Education Loans Board;
- (c) Ethics and Anti-Corruption Commission; and
- (d) Criminal Investigation Department (Certificate of Good Conduct).

**NOTE:** Clearance from the above institutions will not be criteria for short listing of candidates. However, short listed candidates **will be required** to provide evidence of clearance during the interviews.

Formal application form and details of job descriptions and specifications can be found on the PPOA website ([www.ppoa.go.ke](http://www.ppoa.go.ke)).

If you have the required qualifications, please submit your detailed application to the address above by **5th September, 2014** quoting the job reference title for the position you are applying for.

PPOA is an equal employment provider and all Kenyans in their diversity, **including persons living with disability are encouraged to apply**. We recognize that our strength lies in the diversity of our staff.

Interested candidates are advised that canvassing will result in automatic disqualification.