



EXCELLENT CAREER OPPORTUNITIES
(Re-advertisement)

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 re-advertise the recruitment of results oriented professionals to fill the following vacant positions.

DIRECTORATE OF TECHNICAL SERVICES

A) CAPACITY BUILDING DEPARTMENT

I. Senior Capacity Building Officer, REF: CBO/5/2011 (1 position)

Duties and responsibilities shall include assisting the Manager (Capacity Building) in formulating and implementing capacity building strategies, programs and budgets; carrying out Training Needs Analysis and developing intervention action plans; monitoring, evaluating and reporting on capacity building function; collating and analyzing the results of training in terms of pre-determined variables; preparing sector quarterly and annual reports; developing relevant databases, etc.

The ideal job holder shall have at least three (3) years relevant experience in a similar position or its equivalent and: degree in purchasing and supply management, commerce, economics, education, or a related field; and diploma in purchasing and supply or post graduate diploma in education or its equivalent from a recognized institution; and computer proficiency and membership of a relevant professional body. A master's degree in a relevant field will be an added advantage.

II. Capacity Building Officer I, REF: CBO/6/2011 (2 positions)

Duties and responsibilities shall include assisting the Manager (Capacity Building) in coordinating capacity building programs; preparing of relevant capacity building materials, operational benchmarks for best practices; preparing training materials, etc.

The ideal job holder shall have at least three (3) years relevant experience in a similar position or its equivalent and: degree in purchasing and supply management, commerce, economics, education, or a related field; and diploma in purchasing and

supply or post graduate diploma in education or its equivalent from a recognized institution; and computer proficiency and membership of a relevant professional body.

III. Capacity Building Officer II, REF: CBO/7/2011 (2 positions)

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: degree in purchasing and supply management, commerce, economics, education, or a related field; and diploma in purchasing and supply or post graduate diploma in education or its equivalent from a recognized institution; and computer proficiency and membership of a relevant professional body.

B) POLICY AND RESEARCH DEPARTMENT

I. Policy & Research Officer I, REF: PRO/6/2011 (1 position)

Duties and responsibilities shall 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; maintaining a contractor database and list of debarred persons; collect, collate and capture data on public procurement and disposal.

The ideal job holder shall have at least three (3) years relevant experience in research and policy analysis and a degree in purchasing and supply management, commerce, economics, law, engineering, education, or a related field and diploma in purchasing and supply from a recognized institution or at least published one (1) research paper in a recognized peer journal. In addition, the candidate shall be computer proficient and a member of a relevant professional body.

C) COMPLIANCE DEPARTMENT

I. Principal Compliance Officer, REF: CO/4/2011 (1 position)

Duties and responsibilities shall include assisting the Manager (Compliance) in management of procurement complaints; developing and implementing strategies for monitoring, evaluation, fraud, investigations and reporting on the functioning of the

public procurement system with a view to ensuring compliance to Public Procurement and Disposal Act, 2005 and its attendant regulations, procurement guidelines and policy directives.

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; and computer proficiency and a member of a relevant professional body. Qualifications in audits, fraud and investigations and master's degree in a relevant field from a recognized institution will be an added advantage.

II. Senior Compliance Officer, REF: CO/5/2011 (1 position)

Duties and responsibilities shall include assisting the Manager (Compliance) in addressing complaints, reviews, development and implementation of procurement reviews (Audits), assessment, fraud and investigation strategies, guidelines and operation manuals; enforcement of recommended action plans; ensuring adherence to the mandatory reporting requirements to the Authority by procuring entities; and preparation of mandatory quarterly and annual reports.

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; and computer proficiency and a member of a relevant professional body. Qualifications in audits, fraud and investigations and master's degree in a relevant field from a recognized institution will be an added advantage.

III. Compliance Officer II, REF: CO/7/2011 (1 position)

Duties and responsibilities shall 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.

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; and computer proficiency and a member of a relevant professional body. Qualifications in audit, fraud and investigations will be an added advantage.

D) ADMINISTRATIVE REVIEW BOARD (ARB) SECRETARIAT

I. Principal Officer – ARB Secretariat, REF: ARB/4/2011 (1 position)

Duties and responsibilities shall include assisting the Manager/Secretary (ARB) in the provision of support to the public procurement administrative review board in receipt of application of request for reviews; assessment of review fee; case analysis and research; consolidation of case documents; analyzing common breaches of procurement law; ensuring follow-up on implementation of ARB decisions and monitoring judicial review cases.

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

DIRECTORATE OF FINANCE & ADMINISTRATION

I. Senior Corporate Communications Officer, REF: COM/5/2011 (1 position)

Duties and responsibilities shall include assisting the Corporate Services Manager in developing and implementing corporate communication strategy; coordinating corporate communications, media relations, publicity, public outreach programs and awareness; events coordination; managing protocol issues; and developing and nurturing of corporate culture.

The ideal job holder shall have at least three (3) years relevant experience in a similar position or its equivalent and bachelor's degree in mass communications or its equivalent from a recognized institution. In addition, the candidate shall be computer proficient and a member of a relevant professional body. A master's degree in a relevant field will be an added advantage.

II. Legal Officer I, REF: COM/6/2011 (1 position)

Duties and responsibilities will include the provision of legal services to PPOA on various matters, ensuring compliance with the legal framework, participating in the preparation of legal documents and briefs, participating in litigation and conveyancing issues; and other duties as may be assigned by the Manager Corporate Services.

The ideal job holder shall have at least three (3) years relevant experience in a similar position or as a practicing Advocate and a Bachelor's degree in law from a recognized institution. The candidate should be an Advocate of the High Court of Kenya and a

member of a relevant professional body. In addition the candidate should be computer proficient.

III. Internal Auditor I, REF: IA/6/2011 (1 position)

Duties and responsibilities will include assisting the Manager (Internal Audit) in undertaking internal audit assignments; preparing audit plans, programs and budgets; reviewing internal control systems; ensuring efficiency and effectiveness in financial and operating systems; periodic physical count and verifying PPOA's assets; preparing audit reports to management and following up on actions taken.

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 accounting from a recognized institution, and or CPA (K), and a member of a relevant professional body and computer proficiency.

IV. Procurement Officer II, REF: PRC/7/2011 (1 position)

Duties and responsibilities will include assisting the Principal Procurement officer in management of procurement proceedings including, initiating preparation and Implementation of procurement and disposal plans; maintaining databases of market price information; maintenance of procurement records, inventory management and management of procurement contracts; providing secretariat services to statutory procurement and disposal committees; preparation of data for procurement reports; and other duties as specified in the public procurement and disposal law.

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.

If you have the required qualifications, please fill the Application for Employment Form provided, quoting the applied vacancy reference number on the envelop, attach detailed copies of CV, certificates and testimonials and send to the address given below by **13th May, 2011**.

Only shortlisted candidates will be contacted.

Interested candidates are advised that canvassing will result to automatic disqualification. Attractive remuneration will be negotiated with the successful candidates.

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NAIROBI

NB: Those who expressed interest in our earliest advertised positions and have not received communication from us should consider themselves unsuccessful.