



### **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.

#### **1. Policy & Research Officer I, REF: PRO/6/2015 (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.

## **2. Records Management Officer II, REF.: RMO/7/2015 (1 Position)**

Duties and responsibilities will include assisting the General Manager/Finance & Administration in leading, planning, managing and in formulation and implementation of records and information management policies, strategies, and procedures. These will include managing the registry in receiving, classifying, registering and processing of incoming mails and outgoing letters; capturing, indexing, routing and tracking mails forwarded to action officers; developing and maintaining the file classification scheme; controlling movement of records and other information resources and; liaising with relevant registries records management services; providing strategic and expert advice on records and information management options and solutions.

In addition, the officer will facilitate knowledge management and preservation of corporate memory by among others, building and promoting relevant procurement collection; Incorporating the Authority's experiences from procurement, audits, assessments, surveys, forums, and cases into the existing body of procurement knowledge; developing integrated databases to consolidate public procurement and disposal knowledge such as data for queries, reports, case studies and analysis in public procurement; promoting public access to procurement information by developing dissemination and advocacy strategies to ensure information reaches key stakeholders and policy makers in the procurement system.

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.

### **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 15<sup>th</sup> July, 2015** in any **ONE** of the following ways:

- (a) Hand delivered to the reception desk on 11<sup>th</sup> floor, National Bank Building, Harambee Avenue, Nairobi.
- (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 **15th July, 2015** 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.