



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

“Promoting Professionalism in Supply Chain Management”

KISM Tower, 12th Floor | Ngong Road | P.O. Box 30400-00100 NBI, Kenya

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VACANCIES ADVERTISEMENT (REPLACEMENTS)

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, the “Supplies Practitioners Management Act (SPMA), 2007”. KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes.

The Institute is seeking to recruit hands-on, dynamic person with high professional and ethical standards to fill the following positions;

REFERENCE NO.	VACANT POSITIONS	KISM GRADE	TERMS OF EMPLOYMENT	NO. OF POSTS
LS-001/2024	Deputy Director Legal Services	3	5 years Contract	1
CDA-001/2024	Principal registration officer- Capacity Development & Accreditation	4	Permanent and Pensionable	1
IA-001/2024	Internal Auditor	6	Permanent and Pensionable	1

HOW TO APPLY

Qualified and interested candidates are invited to read detailed job profile on our website www.kism.or.ke and apply **online** indicating the job title and the reference number, addressing their application letter to:

**The Chief Executive Officer
Kenya Institute of Supplies Management,
KISM Tower 12th Floor, Ngong Road
P. O Box 30400-00100, Nairobi**

Candidates must attach **PDF** copies of their CV with full details of educational background, professional qualifications, work experience and copies Academic and Professional certificates (in one merged pdf). Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview.

Applications **MUST** be submitted online via <http://careers.kism.or.ke/> so as to reach the Institute on or before **MIDNIGHT on FRIDAY 10th JANUARY, 2025**.

KISM is an equal opportunity employer. People living with disability, women and youth are encouraged to apply. Only shortlisted candidates will be contacted.