



**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)**  
**Office of the Deputy Vice Chancellor (Administration & Finance)**

**University of Choice**

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**Email: [info@mmust.ac.ke](mailto:info@mmust.ac.ke); [procurementofficer@mmust.ac.ke](mailto:procurementofficer@mmust.ac.ke) Website: [www.mmust.ac.ke](http://www.mmust.ac.ke)**

## VACANCY

In pursuit of its mission to provide excellent University education, training and research through integrating science, technology and innovation into quality programmes to suit the needs of a dynamic world, Masinde Muliro University of Science & Technology invites applications from suitably qualified candidates for the following vacant position.

| S/N  | Position                             | Advert Reference | Vacancies |
|--|--------------------------------------|------------------|-----------|
| <b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE)</b> |                                      |                  |           |
| 1.   | Chief Procurement Officer - Grade XV | AD/01/01/2025    | 1         |

### 1) CHIEF PROCUREMENT OFFICER– GRADE XV

#### a) Job Purpose

This position is responsible for the implementation of strategies, policies and manuals in the University's Supply Chain Management function in accordance with the Public Procurement and Asset Disposal Act (PPADA), 2015 and Public Procurement and Asset Disposal Regulations (PPADR), 2020.

#### b) Job Description

This position reports to the Vice Chancellor and its duties entails:-

- Coordinating, development and implementation of policies, procedures, systems, structures and frameworks for all procurement related activities to deliver best practice procurement and contract management solutions to the University;
- Overseeing adherence to contractual agreements, recommending amendments, advising vendors and requisitioners on contractual rights and obligation as well as coordinating all phases of negotiation of disputes arising from contracts;
- Supervising/overseeing preparation and distribution of invitations to tender and managing/ conducting all aspects of the tender exercise;
- Establishing, maintaining work programs and time frames for processing requests in accordance with the procurement manual;
- Providing expertise, authoritative advice to key University stakeholders on all aspects of procurement strategies and practices to inform business planning, action, encourage innovative approaches and enhancing value through improved procurement efficiency and outcomes;
- Consolidating the annual procurement plan for the University based on departmental procurement estimates so as to offer input in development of the University's budget;
- Overseeing the development and implementation of internal procurement policies for use in directing procurement activities in the University;
- Participating, overseeing the development of long term and short-term sourcing strategies for the University to enable attraction and retention of reliable suppliers;
- Establishing, leading University wide procurement governance and risk management framework to monitor, manage and drive procurement performance;
- Ensuring compliance with relevant laws, policies and managing risks related to procurement;
- Preparing, implementing, reviewing of the department's strategic plan and annual work plan;
- Conducting annual appraisal of members of staff in the department;
- Preparing the department's annual budget and procurement plan; and
- Any other duties as assigned from time to time by the Vice Chancellor.

#### (c) Job specification

##### Minimum requirements: -

- PhD in Procurement and Supplies Management with twelve (12) years' work experience, three(3) of which as a Deputy Chief Supply Chain Officer Grade 14 or its equivalent OR
- Masters Degree in Procurement and Supplies Management with fifteen(15) years' work experience three (3) of which as a Deputy Chief Supply Chain Officer Grade 14 or its equivalent.
- Registered with the relevant professional body and in good standing.
- A valid practicing License.
- Proficiency in relevant computer applications.

#### Tenure of Service

The appointment to the position of Chief Procurement Officer shall be on Contractual terms of service.

#### How to apply:-

- Applications should be accompanied by a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, e-mail addresses, telephone contacts and any other relevant supporting documents.
- Only successful candidates shall be required to submit valid clearances from the following bodies;
  - Kenya Revenue Authority;
  - Higher Education Loans Board;
  - Ethics and Anti-Corruption Commission;
  - Directorate of Criminal Investigation (Certificate of Good Conduct);
  - Registered Credit Reference Bureau.
- Applicants should also provide names, telephone numbers and contact addresses of three (3) referees.
- Applicants should request their referees to submit their confidential reports to the undersigned to be received on or before **12th May, 2025**.
- One (1) copy of the application should be sent via registered mail or courier marked with the advert reference number on the envelope to the under-signed. A Soft copy in PDF running format should be sent to [recruitmentcpo2025@mmust.ac.ke](mailto:recruitmentcpo2025@mmust.ac.ke). Applications should be addressed to the undersigned to be received on or before **12th May, 2025 by 5:00 p.m.**
- Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**Deputy Vice Chancellor (Administration & Finance)**  
**Masinde Muliro University of Science and Technology**  
**P. O. Box 190-50100 KAKAMEGA**  
**Website:[www.mmust.ac.ke](http://www.mmust.ac.ke).**

**MMUST IS AN EQUAL OPPORTUNITY EMPLOYER. PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY**

**MMUST does not levy any fee in the processing, recruitment & selection of applicants.**

**The University reserves the right not to make any appointments at any stage of the recruitment exercise.**