



KTVC/STAFF/ADVERT/03/2025

March 31, 2025

JOB ADVERTISEMENT FOR PROCUREMENT OFFICER

Kiharu Technical and Vocational College (KTVC) is a registered Public TVET institution under the Ministry of Education, State Department for Technical Vocational Education and Training. It is situated in Murang'a County, Kiharu constituency, Gaturi ward, Kiambu shopping centre 17 kilometers along Murang'a Kiriani Road. Kiharu TVC is seeking a highly motivated and task-oriented Procurement Officer to oversee and manage procurement processes.

Key Responsibilities:

- Develop and implement procurement plans and policies.
- Source, negotiate, and purchase quality goods and services.
- Ensure compliance with procurement guidelines and legal requirements.
- Maintain accurate records of purchases and supplier agreements.
- Evaluate and manage supplier relationships.
- Monitor market trends and sourcing strategies.
- Prepare procurement reports and documentation.
- Ensure timely delivery of procured goods and services.

Qualifications and Experience:

- Bachelor's degree or diploma in Procurement, Supply Chain Management.
- Professional certification in procurement (e.g., CIPS, KISM) is an added advantage.
- Minimum of 2 years of experience in procurement and supply chain management.
- Strong negotiation and communication skills.
- Proficiency in procurement software and Microsoft Office Suite.
- Knowledge of procurement laws and regulations.
- High level of integrity and professionalism.

SPONSOR: Ministry of Education, state Department for Technical Vocational Education and Training

VISION: To empower and equip trainees by imparting skills for the world of work.

MISSION: To provide quality market-driven training, research, innovation and entrepreneurship in the dynamic labor market and economic development



HOW TO APPLY

Interested candidates should submit their application letter addressed to the Principal/Secretary Board of Governors, detailed CV, copies of academic and professional certificates, and other testimonials together with a national identity card. All applications must have a valid certificate of good conduct.

All applications should reach the undersigned not later than Monday, 14th April, 2025 before close of business.

The Principal/BOG Secretary

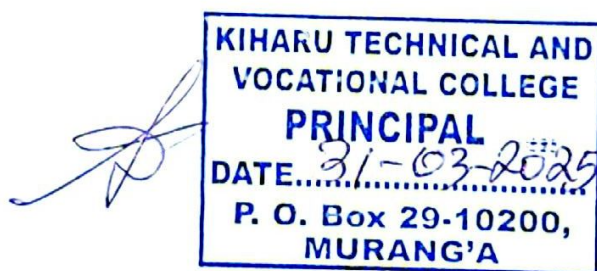
Kiharu Technical and Vocational College

P.O. Box 29-10200 Murang'a

kiharutvc@gmail.com

Kiharu Technical and Vocational College is an equal opportunity employer. Women, marginalized groups and persons living with disabilities are encouraged to apply.

Approval for circulation



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