



NATIONAL DROUGHT MANAGEMENT AUTHORITY

JOB OPPORTUNITIES

15th June, 2021

Vacancies have arisen within the National Drought Management Authority (NDMA) for the following positions;

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| 1. Assistant Director, Drought Contingency Planning and Response NDMA 4 | 1 Post |
| 2. Supply Chain Management Officer NDMA 7 | 4 posts |

The Authority therefore wishes to invite applications from suitable candidates for the five (5) vacant positions which are to be filled by 1st August, 2021.

1. Assistant Director, Drought Contingency Planning and Response NDMA 4 1 Post

a. The Drought Contingency planning and Response Function

Drought Contingency Planning and Response function entail: - coordination of the generation and publication of drought contingency plans at county level; production of national drought contingency plans; determination of the criteria for disbursement of contingency finance and production of relevant technical guidance and procedures; constant oversight of the drought status in Kenya and determination of the level of response required; aligning of applications for drought contingency finance with the agreed criteria and guidelines; facilitate prompt transfer of funds to the counties within the stipulated time period; development of monitoring and control mechanisms; and development and implementation of strategies for continuous capacity development of all those involved in the Drought Contingency Planning

b. The Job Purpose

The job holder shall coordinate county level management and implementation of systems and mechanisms that link drought contingency planning, financing, response and recovery to protect lives and livelihoods from extreme effects of drought risks and climate change.

c. Duties and Responsibilities

An officer at this level may be deployed as head of the Drought response Section/Unit. Duties and responsibilities at this level will entail:

- i) ensuring that the design of the drought contingency planning and financing system in Kenya is consistent with international best practice and subject to ongoing review and improvement, including through the integration of appropriate technologies;
- ii) coordinating the generation and publication of drought contingency plans at county level, and the production of a national drought contingency plan;
- iii) Ensure that the content of these plans is widely understood by relevant stakeholders and accessible through a national database;
- iv) collaborating with the National Drought and Disaster Contingency Fund;
- v) determine the criteria for disbursement of contingency finance and produce relevant technical guidance and procedures;
- vi) collaborating with the Drought Information Assistant Director, maintain constant oversight of the drought status in Kenya and determine the level of response required; ensuring that applications for drought contingency finance are in line with the agreed criteria and guidelines;
- vii) Ensuring that funds are promptly transferred to the counties within the stipulated time period;
- viii) developing monitoring and control mechanisms to ensure that drought contingency activities are timely and appropriate, and that all accountability requirements for drought contingency finance are met; and
- ix) developing and implementing a strategy for continuous capacity development of all those involved in the drought contingency planning and financing system, through the provision of training, development of manuals and guidelines, or other measures.

d. Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) Served in the grade of Principal Response Officer or in a comparable and relevant position in the Authority or the public sector for a minimum period of three (3) years; or having served in a comparable position in a large private sector/ non-governmental organization for a period of 9 years.
- (ii) Bachelor's Degree in any of the following disciplines:- Range Science, Agriculture, Livestock, Economics or Sociology from a recognized institution;
- (iii) Master's Degree in any of the following disciplines:- Range Science, Agriculture, Livestock or its equivalent from a recognized institution
- (iv) Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Project Management from a recognized institution;
- (vi) Computer Literacy; and
- (vii) Demonstrated administrative and professional proficiency in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Drought Management Sector.

a. The Job Purpose

The job holder will, under the supervision of a senior officer, be responsible for implementing the administration of the procurement process, in compliance to and in accordance with the Public Procurement and Asset Disposal Act (PPADA), 2015 and Public Procurement and Asset Disposal Regulations (PPADR), 2020.

b. Duties and Responsibilities

This is the entry point for graduate officers. Officers at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail: -

- (i) Prepares Procurement planning, inventory control and provisioning for the Authority;
- (ii) Collects, collates and analyzes data from the Authority and makes appropriate recommendations thereof;
- (iii) Analyses the provision of goods and services emanating from the Authority and initiates appropriate action;
- (iv) Monitors the implementation of existing Supply Chain Management policies, guidelines and procedures;
- (v) Disposes unserviceable stores; and implements the activities of the Authority of Survey on disposing items.
- (vi) Receives and opens quotations, request for proposals and tender documents;
- (vii) Provides secretarial services to the tender/quotation opening committee;
- (viii) Prepares market surveys to ensure goods, works and services are within the market rate and prepares market survey reports.
- (ix) Expedites and dispatches the local purchase orders (LPO) and local service orders (LSO);
- (x) Records all goods received in the Goods Received Notes (GRN), bin card, ERP system and any other relevant record;
- (xi) Initiates the payment process by preparing and attaching all relevant documents to support payment of suppliers vouchers;
- (xii) Ensures proper inventory of procured assets and boarded stores due for disposal and preparation of the reports;
- (xiii) Ensures that the store is well organized to enhance easy access to goods, efficient utilization of space, and easier administration of the store operations that safety security management;
- (xiv) Issues goods to users as per the requests in a timely manner to the appropriate department;
- (xv) Monitors stock levels and raise internal purchase requests for the stock replenishment;
- (xvi) Receives and records invoices, delivery notes, internal requisition purchase forms, and any other relevant document on behalf of the department;

- (xvii) Prepares draft periodic reports for submission to the National Treasury, PPRA, Ethics and Anti- Corruption Commission on matters relating to procurement and asset disposal
- (xviii) Prepares back to office reports from verification of county procurement activities
- (xix) Prepares evaluation reports and give secretarial services to the evaluation committee
- (xx) Prepares internal records management system for storage of procurement records
- (xxi) Files and safeguards all procurement proceedings
- (xxii) Prepares reports for disposing of unserviceable/obsolete and or other stores on the recommendation of the Disposal Committee and or a Board of Survey;

(a) Requirements for Appointment

This will be the direct entry and training grade for degree holders. Applicants must be in possession of;

- (i) Bachelor’s degree in any of the following disciplines: Commerce, Business Administration(Supply Chain Management Option) or equivalent qualifications from an institution recognized in Kenya
- (ii) Member of Kenya Institute of Supplies Management (KISM) in good standing;
- (iii) Valid practicing license from KISM.
- (iv) Computer Literacy;

How to Apply

Interested and qualified applicants should send their applications accompanied with detailed CVs and testimonials to hr@ndma.go.ke. **The position being applied for must be clearly indicated in the application.**

Applications may also be dropped at the Authority’s offices located on the 17th floor of Lonrho House, along Standard Street, Nairobi during working hours of 8am to 5pm.

Deadline for submission of applications is close of business on **28th June, 2021**

NB:

Applicants from within NDMA are required to send their applications through their respective CDCs or HODs CDCs/HODs will be required to send, under different cover, a detailed recommendation for each applicant.

NDMA is an equal opportunity employer