



Salaries & Remuneration  
Commission  
Rewarding productivity

---

# *Jaramogi Oginga Odinga University of Science and Technology*

## Procurement Department

April 2017



---

# *Table of Contents*

---

1. Introduction	3
1.1. Organisation Design	3
2. Procurement department	4
2.1. Senior Procurement Officer	5
2.2. Assistant Procurement Officer I	9
2.3. Procurement Assistant I	13
2.4. Procurement Clerk	17
2.5. Stores Assistant I	20
2.6. Stores Attendant	24
Final Signoff	27
Fair pay for fair play	28

---

# 1. Introduction

## 1.1. Organisation Design

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) is one of the younger universities in the country. Its recent history dates back to 2009, when Bondo University College, with a student population of only 200 students took over the Bondo Teachers' Training College premises. Bondo University College was established as a constituent college of Maseno University through Legal Order No. 56 of May 11, 2009. .

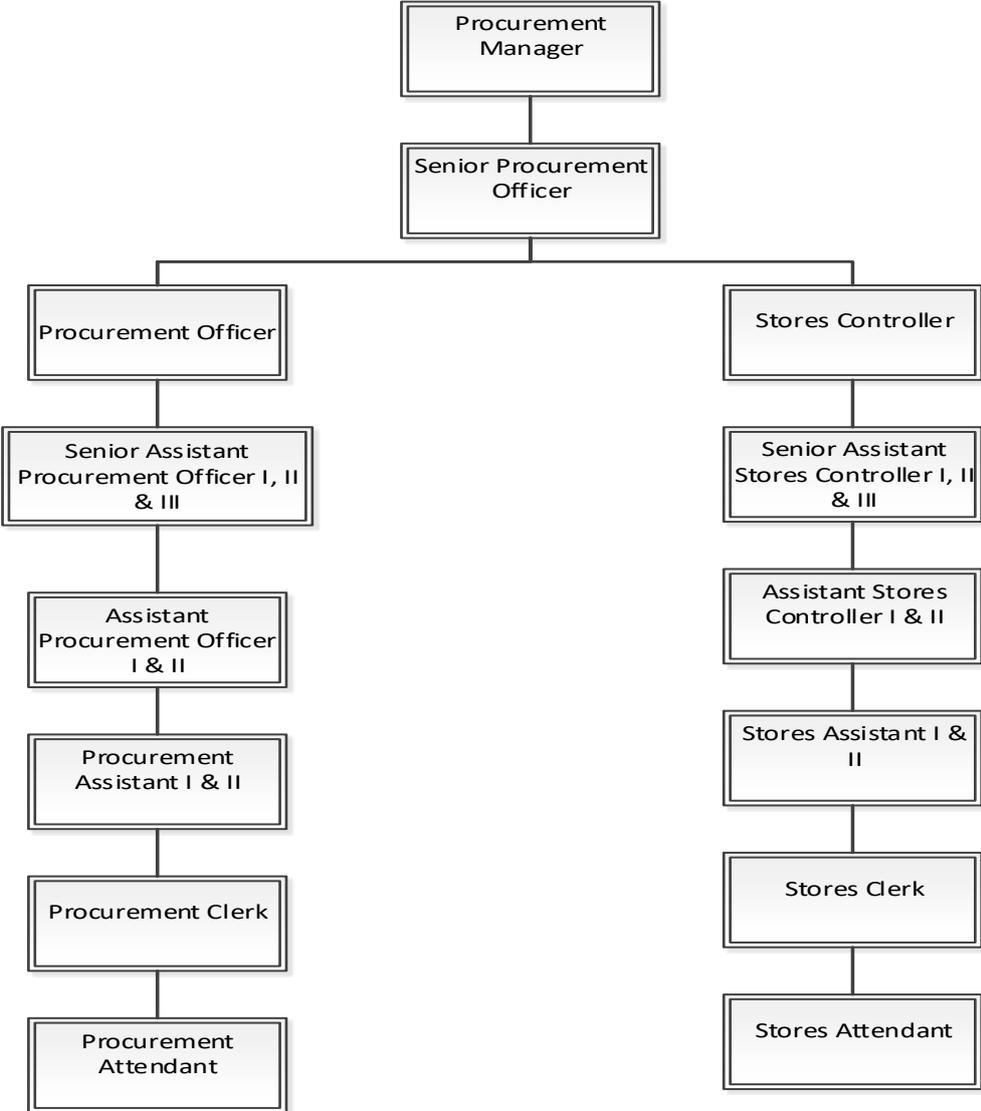
JOOUST was granted a charter on February 13, 2013 by then president Mwai Kibaki making it the 16<sup>th</sup> public university in Kenya. Over time, the student population has grown to 10,265 as at the beginning of 2016.

Located 70 kilometres west of Kisumu in Bondo Town of Siaya County is the main campus. The university also has three other campuses / Learning Centres; Nambale, Kisumu and Kisii.

JOOUST's vision is to be '**A beacon of excellence and global leader in University Education for sustainable development**' while its mission is to provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity.

This job description manual consists of jobs that were analysed in Jaramogi Oginga Odinga University of Science and Technology. It contains job descriptions which are documented from information provided by job holders and validated by their respective supervisors from the job analysis exercise that was concluded in March 2017.

# 2. Procurement department



*Procurement Department Organisation chart*

## 2.1. Senior Procurement Officer

1. Background Information			
<b>Job Title:</b> Senior Procurement Officer	<b>Job Level:</b> JOOUST/PR OC/007	<b>Current Grade:</b> 13	<b>No. of Posts:</b> 1
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b>	
<b>Directorate/Division:</b> N/A		<b>Department/ Section/Unit:</b> Procurement	
<b>Reports to:</b> Procurement Manager			
<b>Direct Reports:</b> a) Procurement Officer b) Stores Controller		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for procurement of goods, services and works for the University according to laid down procedures as outlined in the Public Procurement and Disposal Act, regulations, manual and policy.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Learning and Teaching Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> a) Coordination and implementation of tender documents processing by ensuring tender documents are timely drafted and advertisement done appropriately for interested candidates to submit bids. b) Develop procurement work plan and ensure follow up for timely purchases of goods, services and works to the university departments, division and directorates. c) Coordination of tender evaluation and recommendation of award. d) Coordinate supplies inspections and acceptance/rejection to ensure good storage and quality goods e) Development of mandatory reports on procurement operations and tender and contract details and statistics, and Submit them to treasury, PPRA and relevant ministries f) Consolidate the University wide procurement plan from all directorates and departments in line with the budget to guide in procurement of goods, services and works.			
<b>Operational Responsibilities:</b> a) Ensure purchase requests made by various Divisions, Directorate, Deans, Chairmen of Departments and			

<p>Sections/Units are within the procurement plan to avoid procurement of goods, services and works not budgeted for.</p> <p>b) Ensure all Tenders, Quotations and Proposals opened are evaluated according to the provisions of the Public Procurement and Asset Disposal Act (PPADA) 2015, and minutes of recommendation of award submitted.</p> <p>c) Secretary to the tender opening and evaluation committees.</p> <p>d) Ensure that Departmental duties are performed in accordance to University Procurement Policy, Procurement Manual, Public Procurement and Disposal Regulation and Public Procurement and Asset Disposal Act 2015 so that the University operate within the law as required</p> <p>e) Ensure purchase requisitions raised from the university staff are in line with the procurement plan then endorse for processing.</p> <p>f) Write professional opinion to the Vice Chancellor (CEO) based on the evaluation minutes.</p> <p>g) Coordinate contract formation, execution, closure and payment of all supplies of goods, services within the university.</p> <p>h) Coordinate disposal of surplus and unserviceable stores ensuring they are done according to the law and regulations.</p> <p>i) Coordinate and ensure inventory and stock control</p> <p>j) Promote and enhance good relations with key suppliers and customers of the University</p> <p>k) Provide professional advice to the entire University on all matters relating to procurement for decision making.</p>
<p><b>4. Job Dimensions:</b></p>
<p><b><i>Financial Responsibilities</i></b></p>
<p>a) Control University expenditure in terms of Procurement</p> <p>b) Provide input to budgeting process of the Procurement section</p>
<p><b><i>Responsibility for physical assets</i></b></p>
<p>a) Laptop, PC</p> <p>b) Printer / Photocopier</p> <p>c) Office furniture</p> <p>d) Shredder</p>
<p><b><i>Nature of decision making</i></b></p>
<p>a) Analytical decisions</p> <p>b) Operational decisions</p>
<p><b>5. Qualifications Knowledge and Skills:</b></p>
<p><b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b></p>
<p>Master's degree in the Supply Chain Management or Procurement or relevant field</p>
<p><b><i>Minimum level of professional qualification required to perform effectively in the role</i></b></p>
<p>a) Member of a professional body i.e. Kenya Institute of Supplies Management</p> <p>b) Practicing License</p>
<p><b><i>Minimum level of knowledge that would be regularly applied to the job</i></b></p>
<p>a) In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields</p> <p>b) Knowledge of Public Procurement and Asset Disposal Act (PPADA) 2015, Procurement Regulations, Manual and Procurement Policy</p>

c) Computer literacy
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
<ul style="list-style-type: none"> <li>a) Communication skills</li> <li>b) Interpersonal skills</li> <li>c) Organization skills</li> <li>d) Ability to work under pressure</li> <li>e) Negotiation skills</li> <li>f) Problem solving</li> <li>g) Supervisory</li> </ul>
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Meets the requirements of Chapter six of the Constitution of Kenya 2010
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
9 years' experience 3 years of which as Procurement Officer
<b>7. Problem Solving:</b>
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Detailed verbal instructions or requests</li> <li>b) Detailed written procedures</li> <li>c) Detailed technical and/or functional instructions or queries</li> <li>d) Detailed e-mail, fax or mail correspondence</li> <li>e) Written Government policy documents affecting the job holder's area of responsibility</li> <li>f) Current legislation affecting the job holder's area of responsibility</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients</li> <li>d) Basic explanation of services to employees of the institution or clients</li> <li>e) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>f) Simple verbal instructions to other employees within the institution</li> <li>g) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>h) Detailed e-mail, fax or mail correspondence</li> <li>i) Drafting of factual reports, presentations, procedure or policy documents or training material</li> <li>j) Negotiation with customers/clients or suppliers over price, contracts or services</li> </ul>
<b>9. Sapiential Authority</b>

***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

N/A

**10. Influence:**

***Job holder's influence over practices, policies or strategy:***

Has a strong influence on the strategic direction of a department

***Job holders' influence over subordinates and colleagues:***

- a) Allocate work to subordinates
- b) Coordinate Project Team members
- c) Supervise subordinates

***Job holders' influence over people outside the directorate but within the institution and people outside the institution***

- a) Convey information inside the institution
- b) Convey information outside the institution
- c) Negotiation inside the institution
- d) Negotiation outside the institution

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.2. Assistant Procurement Officer I

1. Background Information			
<b>Job Title:</b> Assistant Procurement Officer I	<b>Job Level:</b> JOOUST/PROC/012	<b>Current Grade:</b> 8	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> N/A		<b>Department/ Section/Unit:</b> Procurement	
<b>Reports to:</b> Procurement Officer			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for interpretation, implementation and enforcement of public procurement regulations and procedures and timely procurement of goods and services within the university.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b>  a) Procurement of goods and services through timely sending of quotations, tender opening, preparation of evaluation schedules, evaluation and reporting the result to Senior Procurement Officer. b) Maintain evaluation minutes and ensure implementation of professional opinions by timely raising of Local Purchase Order (LPO), Local Service Order (LSO) and contracts. c) Ensure custody of approved samples of goods and maintenance of purchase records and suppliers records d) Preparation and processing of suppliers' documents that would initiate payments for goods and services supplied. e) In consultation with user and technical departments, ensure quality control of goods and services supplier.			
4. Job Dimensions:			

<b>Financial Responsibilities</b>
N/A
<b>Responsibility for physical assets</b>
a) Computer b) Officer furniture
<b>Nature of decision making</b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Bachelor's degree in the Supply Chain Management or Procurement or its equivalent
<b>Minimum level of professional qualification required to perform effectively in the role</b>
a) Member of a professional body i.e. Kenya Institute of Supplies Management or CIPS b) Practicing License
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience b) Knowledge of Public Procurement and Asset Disposal Act (PPADA) 2015, Procurement Regulations, Manual and Procurement Policy c) Computer literacy
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills b) Interpersonal skills c) Organization skills d) Ability to work under pressure e) Negotiation skills f) Problem solving g) Supervisory
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Meets the requirements of Chapter six of the Constitution of Kenya 2010
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>

Minimum 3 years' experience as assistant procurement assistant Grade 6 (6 years experiences 3 of which should be at Assistant Procurement II or equivalent) (pick from criteria)

**7. Problem Solving:**

Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.

**8. Communication:**

***Communication/information the job holder needs to understand in order to perform the job:***

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Written Government policy documents affecting the job holder's area of responsibility
- h) Current legislation affecting the job holder's area of responsibility

***Communication/information the job holder needs to carry out in order to perform the job:***

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Basic explanation of services to employees of the institution or clients
- d) Detailed technical explanation of services or concepts to employees of the institution or clients
- e) Simple verbal instructions to other employees within the institution
- f) Detailed verbal or written instructions or requests to employees of the institution or contractors
- g) Basic e-mail, fax or mail correspondence
- h) Negotiation with customers/clients or suppliers over price, contracts or services

**9. Sapiential Authority**

***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

N/A

**10. Influence:**

***Job holder's influence over practices, policies or strategy:***

Is expected to come up with suggestions on improved practices

***Job holders' influence over subordinates and colleagues:***

N/A

***Job holders' influence over people outside the directorate but within the institution and people outside the institution***

- a) Convey information inside the institution
- b) Convey information outside the institution
- c) Negotiation inside the institution
- d) Negotiation outside the institution

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.3. Procurement Assistant I

1. Background Information			
<b>Job Title:</b> Procurement Assistant I	<b>Job Level:</b> JOOUST/PROC/014	<b>Current Grade:</b> 6	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b>	
<b>Directorate/Division:</b> N/A		<b>Department/ Section/Unit:</b> Procurement	
<b>Reports to:</b> Procurement Officer			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for procurement of goods, services and works for the university to ensure compliance with the Public Procurement and Asset Disposal Act and procurement regulation.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b>			
a) Receive request for supplies <b>form</b> (from) different university departments and check availability of funds in department vote. b) Preparation of quotation and tender documents. c) Send bid documents to suppliers for pricing and <b>express</b> <b>expression</b> of interest for the requested items. d) Conduct market survey to know the market rates for supplies and market trends to help in planning. e) Secretariat to tender opening committee and tender evaluation committee. f) Prepare mandatory reports to relevant authority on tenders and contracts issued to inform the authority on the compliance to procurement requirements. g) Follow up and management of deliveries and execution of orders and contracts.			

- h) Preparation of Local Purchase Order(LPO) and Local Service Order (LSO) and issue them to the bidders of the orders they have received
- i) Preparation of Express of Interest (EOI) and Request for Proposal (REP) for response from eligible bidders.

**4. Job Dimensions:**

***Financial Responsibilities***

N/A

***Responsibility for physical assets***

- a) Computer
- b) Officer furniture

***Nature of decision making***

- a) Operational decisions
- b) Analytical decisions

**5. Qualifications Knowledge and Skills:**

***Minimum level of academic qualifications required to perform effectively in the role***

Diploma in Supply Chain Management or Procurement or its equivalent

***Minimum level of professional qualification required to perform effectively in the role***

- a) Member of a professional body i.e. Kenya Institute of Supplies Management or CIPS
- b) Practicing License

***Minimum level of knowledge that would be regularly applied to the job***

- a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience
- b) Knowledge of Public Procurement and Asset Disposal Act (PPADA) 2015, Procurement Regulations, Manual and Procurement Policy
- c) Computer literacy

***Typical soft skills that would be regularly applied to the job (Attributes)***

- a) Communication skills
- b) Interpersonal skills
- c) Organization skills
- d) Ability to work under pressure
- e) Negotiation skills
- f) Problem solving

***Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role***

Meets the requirements of Chapter six of the Constitution of Kenya 2010

**6. Relevant Experience Required:**

**Minimum number of months or years of experience the jobholder is required to have to be appointed to the position**

6 years' experience, 3 of which must have been as a Procurement Assistant II

**7. Problem Solving:**

Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.

**8. Communication:**

**Communication/information the job holder needs to understand in order to perform the job:**

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Written Government policy documents affecting the job holder's area of responsibility
- h) Current legislation affecting the job holder's area of responsibility
- i) Factual reports on aspects of the institution such as policy guidelines

**Communication/information the job holder needs to carry out in order to perform the job:**

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Basic explanation of services to employees of the institution or clients
- d) Detailed technical explanation of services or concepts to employees of the institution or clients
- e) Simple verbal instructions to other employees within the institution
- f) Detailed verbal or written instructions or requests to employees of the institution or contractors
- g) Basic e-mail, fax or mail correspondence
- h) Drafting of factual reports, presentations, procedure or policy documents or training material
- i) Negotiation with customers/clients or suppliers over price, contracts or services

**9. Sapiential Authority**

**Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).**

N/A

**10. Influence:**

**Job holder's influence over practices, policies or strategy:**

Is expected to come up with suggestions on improved practices

**Job holders' influence over subordinates and colleagues:**

N/A

**Job holders' influence over people outside the directorate but within the institution and people outside the institution**

- a) Convey information inside the institution
- b) Convey information outside the institution
- c) Negotiation inside the institution
- d) Negotiation outside the institution

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.4. Procurement Clerk

1. Background Information			
<b>Job Title:</b> Procurement Clerk	<b>Job Level:</b> JOOUST/PROC/016	<b>Current Grade:</b> 4	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b>	
<b>Directorate/Division:</b> N/A		<b>Department/ Section/Unit:</b> Procurement	
<b>Reports to:</b> Procurement Officer			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for provision of support in procurement of goods, services and works for the university to ensure compliance with the Public Procurement and Asset Disposal Act and procurement regulation.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b> N/A			
<b>Learning and Teaching Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b> a) Prepare purchase orders and send copies to suppliers. b) Receive purchase requests from various university departments. c) Receive price quotations from suppliers and forward them to the Senior Procurement Officer for necessary action. d) Track the status of requisitions, contracts, and orders and cancel undelivered orders. e) Compile order reports for Senior Procurement Officer's necessary action.			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			

<b>Responsibility for physical assets</b>
a) Computer b) Officer furniture
<b>Nature of decision making</b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Certificate in Supply Chain Management or Procurement or its equivalent
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training b) Knowledge of Public Procurement and Asset Disposal Act (PPADA) 2015, Procurement Regulations, Manual and Procurement Policy c) Computer literacy
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills b) Interpersonal skills c) Organization skills d) Ability to work under pressure
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Meets the requirements of Chapter six of the Constitution of Kenya 2010
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
3 years' experience
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b>Communication/information the job holder needs to understand in order to perform the job:</b>

<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Simple written instructions or requests</li> <li>c) Basic e-mail, fax or mail correspondence</li> <li>d) Written Government policy documents affecting the job holder's area of responsibility</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Basic e-mail, fax or mail correspondence</li> </ul>
<b>9. Sapiential Authority</b>
<b>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</b>
N/A
<b>10. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the institution</li> <li>b) Convey information outside the institution</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b>Job Hazards</b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.5. Stores Assistant I

1. Background Information			
<b>Job Title:</b> Stores Assistant I	<b>Job Level:</b> JOOUST/PROC/014	<b>Current Grade:</b> 6	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b>	
<b>Directorate/Division:</b> N/A		<b>Department/ Section/Unit:</b> Procurement	
<b>Reports to:</b> Stores Controller			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for continuous flow of goods and services for smooth running of the university, safeguard and control inventory by procedurally receive, manage and issue goods according to the Public Procurement and Asset Disposal Act.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Develop monthly and quarterly reports on received Notes and stock taking and status report and submit them for decision making.</li> <li>b) Check on stock levels through checking the physical balances and raise stock re-orders sheets to initiate procurement process by procurement unit.</li> <li>c) Receive and issue goods to staff and ensure it is done as per the laid down procedures for effective and efficient operations.</li> <li>d) Inspect and regularly report to the head of Stores Unit any case of loss, leakage, damages or deterioration of goods in the store.</li> <li>e) Post the stores request notes on the Enterprise Resource Planning (ERP) system to ensure the system is up to</li> </ul>			

<p>date.</p> <p>f) Oversee cleanliness and general arrangement of the store to ensure easy access and to reduce accidents in the Store.</p> <p>g) Raise Purchase Requisition Notes for the centralized items on quarterly basis to initiate procurement process and have the stock replenish.</p>
<p><b>4. Job Dimensions:</b></p>
<p><b><i>Financial Responsibilities</i></b></p>
<p>N/A</p>
<p><b><i>Responsibility for physical assets</i></b></p>
<p>a) Computer b) Printer c) Officer furniture</p>
<p><b><i>Nature of decision making</i></b></p>
<p>a) Operational decisions b) Analytical decisions</p>
<p><b>5. Qualifications Knowledge and Skills:</b></p>
<p><b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b></p>
<p>Diploma in Supply Chain Management or Procurement or its equivalent</p>
<p><b><i>Minimum level of professional qualification required to perform effectively in the role</i></b></p>
<p>a) Member of a professional body i.e. Kenya Institute of Supplies Management or CIPS b) Practicing License</p>
<p><b><i>Minimum level of knowledge that would be regularly applied to the job</i></b></p>
<p>a) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience b) Knowledge of Public Procurement and Asset Disposal Act (PPADA) 2015, Procurement Regulations, Manual and Procurement Policy c) Computer literacy</p>
<p><b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b></p>
<p>a) Communication skills b) Interpersonal skills c) Organization skills d) Ability to work under pressure e) Team building f) Problem solving</p>
<p><b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b></p>
<p>Meets the requirements of Chapter six of the Constitution of Kenya 2010</p>

<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
3 years' experience in procurement
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Detailed verbal instructions or requests</li> <li>c) Simple written instructions or requests</li> <li>d) Detailed written procedures</li> <li>e) Detailed technical and/or functional instructions or queries</li> <li>f) Basic e-mail, fax or mail correspondence</li> <li>g) Written Government policy documents affecting the job holder's area of responsibility</li> </ul>
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients</li> <li>e) Simple verbal instructions to other employees within the institution</li> <li>f) Detailed verbal or written instructions or requests to employees of the institution or contractors</li> <li>g) Basic e-mail, fax or mail correspondence</li> </ul>
<b>9. Sapiential Authority</b>
<b><i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i></b>
N/A
<b>10. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>

- a) Convey information inside the institution
- b) Convey information outside the institution

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.

***Job Hazards***

Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

## 2.6. Stores Attendant

1. Background Information			
<b>Job Title:</b> Stores Attendant	<b>Job Level:</b> JOOUST/PROC/017	<b>Current Grade:</b> 3	<b>No. of Posts:</b>
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b>	
<b>Directorate/Division:</b> N/A		<b>Department/ Section/Unit:</b> Procurement	
<b>Reports to:</b> Stores Controller			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for provision of support in ensuring continuous flow of goods and services for smooth running of the university, safeguard and control inventory by procedurally receive, manage and issue goods according to the Public Procurement and Asset Disposal Act.			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b>  N/A			
<b>Community Service and Outreach Responsibilities:</b>  N/A			
<b>Managerial Responsibilities:</b>  N/A			
<b>Operational Responsibilities:</b>  a) Issues goods to the user department to ensure smooth running of the institution. b) Check stock levels through stock counts and recommend purchasing for restock to avoid stock outs c) Perform stock reconciliation to ensure both physical and ledger balance are reconciled. d) Review files to determine unused items and provide information of the same to the Store Controller. e) Compile stock records and information such as consumption rate and items in the store to determine stock supply and need for replenishment. f) File stores documents for reference and reach when required g) Arrange and clean the store.			
4. Job Dimensions:			

<b>Financial Responsibilities</b>
N/A
<b>Responsibility for physical assets</b>
a) Computer b) Officer furniture
<b>Nature of decision making</b>
Operational decisions
<b>5. Qualifications Knowledge and Skills:</b>
<b>Minimum level of academic qualifications required to perform effectively in the role</b>
Kenya Certificate of Secondary Education or its equivalent
<b>Minimum level of professional qualification required to perform effectively in the role</b>
N/A
<b>Minimum level of knowledge that would be regularly applied to the job</b>
a) Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training b) Computer literacy
<b>Typical soft skills that would be regularly applied to the job (Attributes)</b>
a) Communication skills b) Interpersonal skills c) Organization skills d) Ability to work under pressure
<b>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</b>
Meets the requirements of Chapter six of the Constitution of Kenya 2010
<b>6. Relevant Experience Required:</b>
<b>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</b>
N/A
<b>7. Problem Solving:</b>
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
<b>8. Communication:</b>

<b>Communication/information the job holder needs to understand in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Basic verbal instructions or requests</li> <li>b) Simple written instructions or requests</li> <li>c) Basic e-mail, fax or mail correspondence</li> </ul>
<b>Communication/information the job holder needs to carry out in order to perform the job:</b>
<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks</li> <li>b) Routine communication with employees of the institution or clients</li> <li>c) Basic explanation of services to employees of the institution or clients</li> <li>d) Simple verbal instructions to other employees within the institution</li> <li>e) Basic e-mail, fax or mail correspondence</li> </ul>
<b>9. Sapiential Authority</b>
<b>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</b>
N/A
<b>10. Influence:</b>
<b>Job holder's influence over practices, policies or strategy:</b>
Is expected to come up with suggestions on improved practices
<b>Job holders' influence over subordinates and colleagues:</b>
N/A
<b>Job holders' influence over people outside the directorate but within the institution and people outside the institution</b>
<ul style="list-style-type: none"> <li>a) Convey information inside the institution</li> <li>b) Convey information outside the institution</li> </ul>
<b>11. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>12. Working Conditions:</b>
<b>Working Environment</b>
Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.
<b>Job Hazards</b>
Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.

---

# *Final Signoff*

	<b>Name</b>	<b>Designation</b>	<b>Sign</b>	<b>Date</b>
<b>Head of Department</b>				
<b>Human Resource</b>				

---

# ***Fair pay for fair play***