MAMA NGINA UNIVERSITY COLLEGE

EXTERNAL ADVERT

CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a constituent College of Kenyatta University (KU) that was established by *Legal Notice No. 193* issued in accordance with the *University Act No. 42 of 2012* and published as the *Mama Ngina University College Order* on September 2021. The University College seeks to recruit competent and dedicated applicants to fill the following position:

PROCUREMENT DEPARTMENT

1. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER GRADE E/F – REF: MNUC/PROC/SSCMO/001/2026

(a) Job Description

Duties and Responsibilities at this level will entail: -

i Assisting the Procurement Officer;
ii Preparing tender documents;
iii Secretariat services to the tender opening and technical evaluation committees;
iv Secretariat services to procurement committees;
v Preparing periodic procurement reports;
vi Participating in technical and financial evaluation of tenders;
vii Handling queries from both internal and external customers;
viii Implementing provision of the Procurement manuals;
ix Conducting market research and surveys of goods and services;
x Providing input in preparing specifications;
xi Ensuring safe custody of stores;
xii Disposing unserviceable, obsolete and surplus stores and equipment for disposal;
xiii Participating in quality management and performance contracting processes; and
xiv Issuing of stores to users.

(b) Job Specifications

For appointment to this grade, an Officer must have: -

i Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business

Administration (Supplies Management option) or equivalent qualification from a recognized and accredited institution;

ii Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Supply Chain Management Officer I or in a comparable position;

iii Relevant technical and professional certification from a recognised institution; and

iv Registered with a relevant professional body.

TERMS OF SERVICE

Employment for lecturer position will be on permanent and pensionable terms. The appointed candidates will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and 2021- 2025 CBA approved salary rates.

APPLICATION PROCEDURE

1. Candidates may submit manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with a detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials, letters of appointment and other relevant supporting documents.
3. Scanned copies of the stated documents must accompany the online application.
4. Those applying online should send their applications to recruitment@mnu.ac.ke
5. Manual applications should be submitted in a sealed envelope clearly marked for the position being applied for and delivered to:

The Principal,

Mama Ngina University College,

P.O Box 444-01030,
GATUNDU.

6. All applications should reach Mama Ngina University College on or before 28th October, 2026 not later than 5.00 p.m. (East African Time).

MNUC is an equal opportunity employer and canvassing will lead to automatic disqualification. PWD'S are encouraged to apply

Only shortlisted candidates will be contacted