



THE COMMISSION ON ADMINISTRATIVE JUSTICE
(Office of the Ombudsman)
Hata Mnyonge ana Haki

INDENT FOR SUPPLY CHAIN MANAGEMENT INTERNSHIP POSITION

JOB TITLE	: SUPPLY CHAIN MANAGEMENT INTERN
REPORTING TO	: ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT
DEPARTMENT	: SUPPLY CHAIN UNIT
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: ONE-YEAR CONTRACT
DUTY STATION	: NAIROBI

DUTIES AND RESPONSIBILITIES

Duties and responsibilities for this position will entail:

- i. Assist in collecting and compiling data for preparing procurement plans
- ii. Assist in participating to undertake market surveys of goods, services and works
- iii. Assist in participating in the procurement process
- iv. Assist in controlling and rationing stores
- v. Assist in keeping security and safe custody of stores
- vi. Any other duty assigned by the Commission from time to time

JOB SPECIFICATION

For appointment to this position, a candidate must have;

- i. A Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management option), Business Administration (Supplies Management Option) or an equivalent qualification from a recognized institution.
- ii. One-year experience in a related role will be an added advantage
- iii. Membership to Kenya Institute of Supplies Management (KISM) will be an added advantage

CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates.

DATED at Nairobi this 11th September, 2023
Prepared by: Assistant Director, HR & Administration