

KAGUMO TEACHERS' TRAINING COLLEGE

P.O. BOX 18, 10100 NYERI
When replying please quote
Ref. No: KAG.TTC



Mobile No. 0796632055
Email: info@kagumocollege.ac.ke.
Website: www.kagumocollege.ac.ke

Vision: A Transformative, Self-directing and Competent Teacher

ADVERT NO.KAG.TTC/HR/PROCUREMENT OFFICER/01/2026-2027- (ONE) POST

Basic Salary for this position is between Ksh.43,200/= to 59,010/= pm

Key Qualifications

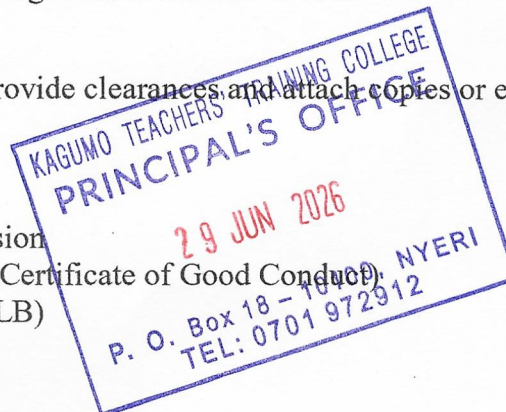
- i. A minimum of Diploma in any of the following disciplines: Supply Chain Management, Procurement and Supplies Management or any equivalent qualification from a recognized institution.
- ii. Certificate in Computer application skills.
- iii. Registered with a professional body (KISM) and membership with a good standing.
- iv. At least 3 years' experience.
- v. Knowledge on ERP operations will be an added advantage.

Duties and Responsibilities

- i. Updating, interpreting and implementing existing procurement policies, regulations and procedures
- ii. Preparing procurement plans in accordance with budget process
- iii. Coordinating procurement activities
- iv. Carrying out internal monitoring and evaluation on procurement
- v. Assessing performance of suppliers and contractors
- vi. Coordinating the preparation and the implementation of procurement manual
- vii. Commending disposal of unserviceable stores
- viii. Conducting market research
- ix. Taking stock of store
- x. Checking stores issues against requisition made
- xi. Ensuring goods delivered by suppliers are of the right quality and quantity
- xii. Preparing payment vouchers for suppliers
- xiii. Distributing quotations requests.
- xiv. Any other duties assigned by the management from time to time

Successful candidates shall be required to provide clearances and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)



Applications should reach the Chief principal office on or before **Monday, 13th July 2026 at 4pm.**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

Important Information to Note

- a) *Any form of canvassing will lead to automatic disqualification.*
- b) *Kagumo TTC does not charge any fees in the recruitment process.*
- c) *Kagumo TTC is an equal opportunity employer committed to diversity and gender equality. Women, youth, minorities, marginalized and persons with disability are encouraged to apply.*
- d) *Late applications and soft copy applications shall NOT be considered.*
- e) *Only shortlisted candidates will be contacted.*

