



# Vacancy Form

## General Details

<b>Vacancy No:</b>	CUE:VACANCY_036	<b>Financial Year</b>
<b>Document Date</b>	9/4/2025	<b>Recruitment Plan ID</b>
<b>Requestor No.</b>	0119	<b>Approval Status</b>
<b>Requestor Name</b>	Caroline M. Mbaabu	

## Vacancy Details

<b>Position ID</b>	JD-057	<b>Establishment</b>
<b>Salary Scale</b>	CUE 8	<b>No. of Openings</b>
<b>Seniority Level</b>	Entry-Level	<b>Target Candidate Source</b>
<b>Terms of Service</b>	P&P	<b>Sourcing Method</b>

## Recruitment Details

<b>Recruitment Reason</b>	REPLACEMENT	<b>Planned Employment Start Date</b>
<b>Justification</b>	REPLACEMENT	<b>Planned Employment End Date</b>
<b>Planned Start Date</b>	9/9/2025	<b>Applications Closing Date</b>
<b>Planned End Date</b>	29/9/2025	<b>Applications Closing Time</b>

## Requirements

Category	Description	Requirement Type
Academic	Diploma in Purchasing and Supply, Procurement and Logistics or other related field	Mandatory
Ethics & Integrity	Fulfilling the requirements of Chapter Six of the Constitution	Mandatory
Professional	Member of Kenya Institute of Supplies Management (KISM)/ Chartered Institute of Purchasing and Supply (CIPS) with a licence to operate	Mandatory
Skills & Competencies	Communication skills	Mandatory

## Responsibilities

### Description

- Issuing and receiving stores items and maintaining the relevant records
- Undertaking reconciliation of records as necessary
- Arranging for disposal of obsolete stores and equipment in line with the relevant Act and regulations
- Conducting annual and periodic stock taking
- Maintaining inventory levels through stock control in accordance with the laid down regulations and procedures

## Work Conditions



# Vacancy Form



2025/2026

CUE:RECRUIT-013

Released



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Open

Direct Hire



9/29/2025

5:00 PM



**Substitute  
Qualification  
Exist Req  
Requirement**

False

False

False

False



Category

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