

KEMSA is a State Corporation established through an Act of Parliament, with the mandate to procure, warehouse and distribute drugs and medical supplies for prescribed public health programs, the national strategic stock reserve, prescribed essential health packages and national referral hospitals.

As a result of business growth and the need to enhance organizational efficiency for effective service delivery, we would like to fill various positions of as detailed below:

POSITION NAME: DIRECTOR, OPERATIONS
(REF. KEMSA/HRA/DO/HR/12/2024)

GRADE: SA2

NO. OF VACANCIES: One (1)

TERMS OF SERVICE: Five (5) year contract

BASIC SALARY: As per scale

PURPOSE STATEMENT.

The jobholder will be overall in charge of technical services encompassing warehousing, distribution and logistics in which he/she will be responsible of developing the necessary capacity while managing the processes to deliver the desired results.

PRINCIPAL ACCOUNTABILITIES.

- i. **Strategic Planning:** Spearhead the development of KEMSA's comprehensive warehousing and distribution strategy, ensuring it aligns with the organization's overall goals and mission.

- ii. **Strategic Direction:** Provide visionary leadership to the distribution function, ensuring the timely, reliable, and cost-effective delivery of HPTs to customers while continuously optimizing processes.
- iii. **Infrastructure Development:** Identify critical areas in warehousing infrastructure that require enhancement to support the safe storage and handling of Health Products and Technologies (HPTs). Collaborate with the resource mobilization team to secure funding for these improvements.
- iv. **Relationship Building:** Foster and maintain strong, collaborative relationships with suppliers and strategic partners, leveraging effective communication and negotiation to enhance the efficiency and effectiveness of warehousing and distribution operations.
- v. **Sustainability:** Partner with other directorates to develop a sustainable logistics service that contributes to revenue generation by offering affordable, reliable supply chain services, thereby supporting the financial stability of the Authority.
- vi. **Networking:** Actively participate in industry conferences, events, and meetings to network with potential partners, donors, and key stakeholders while staying informed of emerging trends, technologies, and best practices in supply chain management.
- vii. **Monitoring and Reporting:** Oversee the end-to-end tracking of HPTs throughout the supply chain, providing regular, data-driven reports to management and stakeholders, highlighting key milestones, achievements, and areas for improvement.
- viii. **Team Leadership:** Lead and mentor a dynamic team responsible for the replenishment, stocking, and timely delivery of HPTs, ensuring optimal performance and fostering a high-performance culture.
- ix. **Risk Management:** Proactively identify potential risks associated with warehousing and the distribution of HPTs. Develop and implement comprehensive risk mitigation strategies to safeguard operations and ensure business continuity.
- x. **Innovation:** Continuously explore and implement innovative solutions to overcome challenges in supply chain management, driving efficiencies and improving overall effectiveness.

- xi. **Ethics and Compliance:** Ensure all activities within the directorate align with KEMSA's core values, ethical standards, and regulatory requirements, fostering a culture of integrity and accountability across all operations.

a) Requirements for Appointments

- i. 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 equivalent qualification from a recognized institution;
- ii. Master's degree in any of the following disciplines: - Supply Chain Management, Logistics and Supply Chain Management, Procurement, Business Administration (Supplies Management Option) or equivalent qualification from a recognized institution;
- iii. At least twelve (12) years relevant work experience, of which five (5) must be in senior management position.
- iv. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to a relevant professional body in good standing.
- vi. Proficiency in Computer Applications.

POSITION NAME: OFFICER, BOARD SECRETARIAT
(REF. KEMSA/HRA/BM/HR/12/2024)

GRADE: SA4

NO. OF VACANCIES: One (1)

TERMS OF SERVICE: One (1) year Contract

BASIC SALARY: As per scale

PURPOSE STATEMENT

The purpose of the Officer, Board Secretariat position is to provide administrative and organizational support to the Board of Directors and senior management, ensuring the smooth and efficient functioning of the board's activities. This role is responsible for coordinating board meetings, preparing agendas, compiling meeting materials and maintaining accurate records of minutes and resolutions.

PRINCIPAL ACCOUNTABILITIES

i) **Board Meeting Support**

- Take accurate minutes during Board meetings.
- Maintain attendance registers and minutes books for all Board meetings.
- Ensure the safe custody and proper organization of all Board-related documentation.

ii) **Meeting Coordination**

- With the CEO, schedule and assist in convening Full Board, Committee and Special Board meetings.
- With CEO's guidance, organize and coordinate meetings, including setting agendas and ensuring smooth execution.

iii) **Governance and Legal Compliance**

- Work closely with the CEO to ensure the Board complies with governance practices, financial regulations, and statutory obligations as required by Authority policies and Kenyan laws.
- Assist in conducting legal and governance audits as needed.

iv) **Document Execution**

- Support the execution of Authority documents requiring the Board of Directors' attention.
- On behalf of CEO, follow up on Board Resolutions.

- Perform additional duties as assigned by the CEO

Requirements for Appointment

- i) A Bachelor's degree from a recognized institution; in Business Management, Law, Administration, or its equivalent.
- ii) Master's degree in any of the following fields, Business Management, Law, Administration or its equivalent.
- iii) Must be a Certified Public Secretary (CPS) (K)
- iv) At least eight (8) years' work experience
- v) Proficiency in computer applications;
- vi) Membership to the Institute of Certified Public Secretaries of Kenya ICPS (K) in good standing

POSITION NAME: SECURITY OFFICER
(REF. KEMSA/HRA/SO/HR/12/2024)

GRADE: SA5

NO. OF VACANCIES: One (1)

TERMS OF SERVICE: One (1) year Contract

BASIC SALARY: As per scale

PURPOSE STATEMENT

The purpose of the Security Officer position is to ensure the safety and security of the premises, employees, and visitors by maintaining a secure environment, monitoring surveillance systems, and responding promptly to incidents.

PRINCIPAL ACCOUNTABILITIES

- i. The Security Officer is responsible for overseeing the performance of security officers undertaking security tasks in various duty posts with a view to securing the organization against any Security and fire threats.
- ii. Safeguarding Authority assets against theft, pilferage, damage, misuse, or sabotage.
- iii. Liaising with other law enforcing agencies to ensure effective execution of security operations as instructed by Chief Security Officer.
- iv. Liaise with Chief Security Officer to Prepare and implement the security budget.
- v. Implement all security and fire safety measures in all Authority premises are serviced in time to a void malfunctioning.
- vi. Assist in Conducting fire safety drills and other security drills within the work place
- vii. Supervise and appraise officers in security department.
- viii. Identify and challenge inappropriate behaviour to maintain discipline in security and authority's employees.
- ix. Supervise tactful deployment of Security staffs required for critical incidents and major events in the authority.
- x. To effectively communicate verbally with customers in often distressing or volatile situations and other security staff using the internal communication system.
- xi. Ensure timely reporting of all incident reports to the management.
- xii. Ensure that the contracted staff in the department adhere to assignment instructions

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Bachelor's in Security related studies, that is, Security management, Criminology, Forensic science/Investigation, Disaster management, Military / Police science, Public administration or its equivalent qualifications from a reputable institution.
- ii. Relevant experience of six (6) years, three (3) of which must be at the grade of Security Officer or comparable position;
- iii. Supervisory course from a recognized institution;
- iv. Proficiency in Computer Applications.

POSITION NAME: ACCOUNTANT II
(REF. KEMSA/HRA/ACC/HR/12/2024)

GRADE: SA8

NO. OF VACANCIES: Twelve (12)

TERMS OF SERVICE: One (1) year Contract

BASIC SALARY: As per scale

PURPOSE STATEMENT

The purpose of the Accountant II position is to support the financial operations of the organization by performing routine accounting tasks, including maintaining accurate financial records, processing transactions, and preparing reports. This role ensures compliance with established accounting standards and company policies while assisting in budget preparation, account reconciliation, and the timely submission of financial statements.

PRINCIPAL ACCOUNTABILITIES

1. Financial Record Management

- Prepare and maintain accurate and up-to-date financial records in line with IPSAS and organizational policies.
- Ensure timely and accurate posting of financial transactions into the accounting system.
- Maintain proper documentation for all financial transactions and ensure compliance with internal controls.
- Implementing policies, strategies, legislations, guidelines, frameworks, norms, regulations, plans, standards and programs finance and resource mobilization;
- Ensuring sound financial and accounting principles and controls are applied to all financial transactions of the Authority;

2. Budget Implementation and Monitoring

- Support the preparation of budgetary performance reports by tracking and analyzing expenditure against approved budgets.
- Ensure expenditure is within approved budget limits and report any variances to the Senior Accountant.

- Assist in the preparation of budget forecasts and provide data for decision-making.

3. Financial Reporting

- Prepare monthly, quarterly, and annual financial reports for review by the Senior Accountant.
- Assist in the preparation of management accounts, financial statements, and statutory returns.
- Generate reconciliations, including bank, debtor, and creditor accounts, and address discrepancies.
- Receiving and analysing quarterly revenue reports of both Medical Supplies Sales and Supply Chain fees from various Programs/Development Partners;
- Ensuring correctness of revenue entries in both Medical Supplies Sales and Supply Chain fees from various Programs/Development Partners;
- Implementing the department's charter;
- Undertaking expenditure monitoring and expenditure review and forecast;
- Fostering a corporate culture that promotes ethical practices and good corporate citizenship.

4. Compliance and Audit Support

- Ensure compliance with tax laws, statutory requirements, and government financial regulations.
- Implementing policies, strategies, legislations, guidelines, frameworks, norms, regulations, plans, standards and programs on accounting;
- Support internal and external audits by preparing required documentation and responding to audit queries.
- Implement recommendations from audit reports to strengthen financial controls.

5. Cash and Treasury Management

- Monitor petty cash usage and ensure timely replenishment with proper documentation.
- Assist in managing cash flow to ensure operational liquidity.
- Process payments and ensure proper authorization and documentation for all disbursements.

6. Procurement and Inventory Support

- Verify financial aspects of procurement processes to ensure budgetary compliance.
- Support the reconciliation of inventory records with financial data to ensure accuracy.

7. Stakeholder Liaison

- Liaise with internal departments, suppliers, and stakeholders on financial matters.
- Provide financial data and support to the Senior Accountant for effective decision-making.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Business Finance & Banking, Economics, or its equivalent qualification from a recognized institution.
- (ii) Proficiency in computer applications.

POSITION NAME: SENIOR ACCOUNTANT
(REF. KEMSA/HRA/SACC/HR/12/2024)

GRADE: SA6

NO. OF VACANCIES: Eight (8)

TERMS OF SERVICE: One (1) year Contract

BASIC SALARY: As per scale

PURPOSE STATEMENT

The purpose of the Senior Accountant position is to oversee and manage the organization's financial accounting functions, ensuring the accuracy, integrity, and timeliness of financial reports. This role is responsible for supervising accounting staff, preparing complex financial statements, conducting in-depth analysis, and ensuring compliance with regulatory standards and internal controls. The Senior Accountant plays a key role in budgeting, forecasting, and providing strategic insights to management for decision-making.

PRINCIPAL ACCOUNTABILITIES

The jobholder will have the following principal accountabilities:

Key Responsibilities:

1. Financial Management

- Oversee the preparation and maintenance of accurate financial records and ensure timely submission of statutory returns.
- Ensure compliance with public sector financial regulations, IPSAS, and the organization's policies.
- Monitor the implementation of financial policies and guidelines to enhance internal control and financial accountability.
- Provide cost and tax insights to support pricing strategies, procurement decisions, and resource allocation.
- Contribute to financial models for donor-funded projects and sustainability planning.
- Evaluate the tax and cost implications of business expansion or restructuring initiatives.

2. Budgeting Cost Analysis, Inventory Costing and Valuation

- Coordinate the preparation of departmental and organizational budgets.
- Monitor and control budget performance, identify variances, and recommend corrective actions.
- Provide guidance on budget preparation to ensure alignment with organizational objectives and government priorities.
- Analyze the cost structure of goods and services to ensure optimal resource allocation and pricing strategies.
- Collaborate with other departments to prepare cost budgets and forecasts aligned with organizational objectives.
- Provide recommendations to improve cost efficiency and reduce wastage.
- Develop and maintain accurate costing models for inventory, including pharmaceuticals and medical supplies.
- Ensure proper valuation of inventory in line with IPSAS and organizational policies.
- Analyze inventory holding costs and recommend measures to optimize stock levels.

3. Financial Reporting

- Prepare monthly, quarterly, and annual financial statements and reports for internal and external stakeholders.
- Ensure timely submission of financial reports to the National Treasury, the Office of the Auditor-General, and other relevant authorities.
- Analyze financial performance and provide recommendations to enhance efficiency and sustainability.

4. Internal Controls and Compliance

- Implement and monitor internal controls to safeguard organizational assets.
- Ensure compliance with tax regulations, statutory obligations, and other relevant legal requirements.
- Facilitate internal and external audits and implement recommendations to strengthen financial systems.
- Implement and monitor internal controls to mitigate tax and cost accounting risks.

- Ensure compliance with public sector regulations, including those from the Public Procurement and Asset Disposal Act.
- Conduct regular reviews to identify and address any gaps in the accounting processes.

5. Cash Flow and Treasury Management

- Monitor cash flow and manage the organization's liquidity to meet operational needs.
- Supervise bank reconciliations, fund transfers, and management of bank accounts.
- Ensure timely disbursement of funds in line with approved budgets.

6. Tax Compliance and Reporting

- Ensure compliance with all applicable tax laws, including VAT, withholding tax, PAYE, and corporate income tax.
- Prepare and file accurate and timely tax returns with the Kenya Revenue Authority (KRA).
- Maintain up-to-date records of tax payments and deductions to ensure audit readiness.
- Provide guidance on tax-efficient strategies to minimize tax liability within legal and regulatory frameworks.
- Advise management on the tax implications of key business decisions, contracts, and policies.
- Monitor changes in tax legislation and assess their impact on the organization.

7. Stakeholder Engagement

- Liaise with the National Treasury, external auditors, and other stakeholders on financial matters under the guidance of the Finance Manager
- Provide financial advisory support to departmental heads and management.
- Represent the organization in financial forums and meetings as assigned.
- Collaborate with KRA and other regulatory authorities to resolve tax-related issues and ensure smooth compliance.

Requirements for Appointment

- (i) Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Business Finance & Banking, Economics, or its equivalent qualification from a recognized institution.
- (ii) Relevant work experience of four (6) years', two (2) of which should have been at the grade of Finance Officer I/ Accountant I, or in a comparable position
- (iii) Must be a Certified Public Accountant, CPA(K) or equivalent qualification
- (iv) Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant body in good standing
- (v) Experience in tax and cost accounting will be an added advantage.
- (vi) Proficiency in computer applications

DESIRED PERSONAL ATTRIBUTES:

Applicants will be required to have the following attributes:

1. Honesty
2. Integrity
3. Flexibility
4. Team player
5. Good time management skills
6. Effective communication

Successful candidates will be required to satisfy the following requirements of Chapter Six (6) of the Constitution of Kenya 2010:

1. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
2. Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
3. Valid Clearance from Higher Education Loans Board (HELB)
4. Valid Clearance from Ethics and Anti-Corruption Commission (EACC)
5. Current report from an approved Credit Reference Bureau.

Those interested and who meet the above requirements are invited to apply. The application, accompanied with a detailed curriculum vitae, copies of certificates and testimonials addressed as below should reach the Chief Executive Officer not later than **10th January 2025.**

The applicant's envelope should quote the **Reference Number** of the position they are applying for.

**Chief Executive Officer,
Kenya Medical Supplies Authority,
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NAIROBI
Attn. Director Human Resource & Administration**