



Kenya Medical Training College

KMTC is an ISO 9001:2015 Certified Institution
Certification Body: Kenya Bureau of Standards (KEBS)

EXTERNAL ADVERTISEMENT

The Kenya Medical Training College (KMTC) is a State Corporation established by an Act of Parliament, and falls under the Ministry of Health. Founded in 1927, the College is entrusted with the role of training various disciplines in the health sector, conducting research and consultancy.

Therefore, the KMTC Board of Directors seeks to recruit a competent, result oriented, knowledgeable, dynamic, visionary and experienced persons to fill the following vacant positions tenable at the Kenya Medical Training College, Headquarters.

1. **POSITION:** ADMINISTRATIVE SERVICES MANAGER,
JOB GROUP KMTC 3 (1 POST)
TERMS OF SERVICE: THREE (3) YEARS CONTRACT
REF. NO. KMTC/QP-12/EAF/02/2025
TENABLE: KMTC HEADQUARTERS

(a) Job Summary

The Administrative Services Manager will be responsible for providing strategic leadership and oversight of the College's administrative functions. This includes ensuring efficient operations, optimal use of resources, and a safe, well-maintained environment that supports academic and administrative excellence. Key duties include: -

- i. Leading the development and implementation of administrative policies, procedures, and strategies.
- ii. Coordinating the day-to-day administrative operations of the College to ensure seamless service delivery.
- iii. Managing the establishment and continuous updating of a comprehensive catalogue and database of all College assets and properties.
- iv. Leading the identification and disposal process of unserviceable or obsolete assets in accordance with policy.
- v. Implementing recommendations from workplace environment surveys to enhance staff well-being and operational efficiency.

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- vi. Coordinating the effective management of the College fleet, including vehicle maintenance and usage tracking.
- vii. Overseeing office space allocation, utilization, and optimization across the College.
- viii. Supervising outsourced services such as housekeeping, courier, telephony, and beverage supply to maintain high service standards.
- ix. Managing planned preventive maintenance and necessary repairs of buildings, facilities, and equipment to ensure a functional and safe working environment.
- x. Ensuring secure and organized storage of records, promoting confidentiality, accessibility, and data integrity.
- xi. Initiating and overseeing the implementation of infrastructure and capital development projects.
- xii. Coordinating the development of a master plan for sustainable land and property use.
- xiii. Ensuring full compliance with statutory and regulatory requirements governing building, construction, and occupational safety.

(b) Requirements for Appointment

For appointment to this grade an officer must:

- (i) Have served in the grade of Deputy Administrative Manager or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of ten (10) years with five years' experience in a management capacity;
- (ii) Have a Bachelor's degree in Business Administration / Human Resource Management / Records Management or its equivalent from a recognized institution;
- (iii) Have a Master's degree in Business Administration / Human Resource Management / Records Management from a recognized institution;
- (iv) Have a Leadership course from a recognized institution;
- (v) Fulfil the requirements of Chapter Six of the Constitution;
- (vi) Have proficiency in Computer Applications; and
- (vii) Have demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into administrative policies and programmes.

2. **POSITION:** SUPPLY CHAIN MANAGER, JOB GROUP KMTC 3 (1 POST)
TERMS OF SERVICE: THREE (3) YEARS CONTRACT
REF. NO. KMTC/QP-12/EAF/03/2025
TENABLE: KMTC HEADQUARTERS

(a) Job Summary

The Supply Chain Manager will be responsible for providing strategic leadership in all procurement and supply chain activities at KMTC. The role ensures compliance with relevant

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laws and standards while promoting transparency, efficiency, and value for money in procurement and asset disposal processes. Key duties include: -

- i. Leading the development, implementation and review of procurement-related policies, strategies, manuals, standards and guidelines
- ii. Interpreting relevant laws, statutes and ensuring adherence to the Public Procurement and Asset Disposal Act, 2015 (PPADA) and Public Procurement and Regulations Disposal Act 2020 (PPRDA);
- iii. Providing advice to the Chief Executive Officer on matters related to procurement and disposal activities;
- iv. Providing technical advice during negotiations on strategically significant contracts;
- v. Spearheading implementation of procurement plans and processing purchase requisitions;
- vi. Reviewing preparation of technical specifications and participating in sourcing, supplier evaluation/rating, inviting offers, negotiations and contracting;
- vii. Developing procurement and disposal plans and budgets;
- viii. Participating in board of survey exercises and preparing tender advertisement notices and bid awards;
- ix. Preparing and signing of professional opinions;
- x. Initiating the updating of contract details in government portals and College websites;
- xi. Initiating measures to ensure integrity and application of high professional supply chain management standards and guidelines;
- xii. Facilitating staff training and capacity building in collaboration with regulatory bodies.

(b) Requirements for Appointment

For appointment to this grade an officer must:

- (i) Have served in the grade of Deputy Supply Chain Manager or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of ten (10) years with at least five years in a management capacity;
- (ii) Have a Bachelor's degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent from a recognized institution;
- (iii) Master's degree in any of the following fields: Procurement and Supply Management, Logistics and supply chain management, Business Administration, Commerce or any other relevant field from a recognized institution;
- (iv) Be Proficient in Computer Applications;

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- (v) Fulfil the requirements of Chapter Six of the Constitution;
- (vi) Attended leadership course lasting not less than four weeks from a recognized institution;
- (vii) Been a registered member of a recognized procurement professional body;
- (viii) Demonstrated a high degree of professional competence, administrative capabilities and initiative in organization and management of Supply Chain Management function: and
- (ix) Possesses a thorough understanding of the Supply Chain Management policies, rules, regulations and other statutes that impact on supply chain management.

The successful candidate shall be required to provide the following documents before issuance of the offer letter in compliance with Chapter Six of the Constitution of Kenya 2010: Certificates of clearance from: the Kenya Revenue Authority (KRA), Ethics and Anti-Corruption Commission (EACC), Higher Education Loans Board (HELB), Credit Reference Bureau (CRB) and valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).

Applicants whose background and competencies match the above specifications are invited to make their applications **ONLINE** via the College recruitment portal: <http://recruit.kmtc.ac.ke/jobs>. For any inquiries, please email recruitment@kmtc.ac.ke.

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Do not include details of academic and professional certificates not received by the application deadline.
- (ii) Shortlisted candidates will be required to present original copies of their National Identity Card, academic and professional certificates, and transcripts at the interview."
- (iii) It is a criminal offence to present fake certificates/documents.
- (iv) Applications close on **Friday, 15th August 2025**.

The Kenya Medical Training College is an Equal Opportunity Employer committed to implementing Affirmative Action. In this regard, youth, women, persons with disabilities, and minorities with the requisite qualifications are especially encouraged to apply. Any form of canvassing will lead to automatic disqualification.



Quality Health Training towards realization of Vision 2030



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