

POSITION ANNOUNCEMENT STUDENT ATTACHMENT – SUPPLY CHAIN MANAGEMENT

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

STUDENT ATTACHMENT – SUPPLY CHAIN MANAGEMENT – 1 POSITION Attachment Period: 3 months (non-renewable)

Reporting to the Principal Supply Chain Management Officer, the selected candidate will be responsible for:

1. Providing support in tender/request for quotation evaluation;
2. Assisting in record management;
3. Following up with service providers on contract execution;
4. Assisting in raising and processing purchase/service orders; and
5. Undertaking other assignments as assigned from time to time.

Minimum Requirement

A continuing student pursuing a Bachelor's Degree or Diploma in Purchasing and Supplies or a related field.

Key skills, Knowledge & Competencies

- a) Integrity and honesty
- b) Communication and interpersonal skills
- c) Professionalism
- d) Team Player
- e) Ability to multi-task
- f) Self-management and attention to details



Please [Click Here](#) and apply. Applications should be received on or before **November 7, 2024**.

Note: Please provide complete and accurate information pertaining to the instructions provided in the e-recruitment portal. Only shortlisted candidates will be contacted for interviews. Canvassing will automatically lead to disqualification.

“Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply”.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.