

## **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. Undertake other assignments as assigned from time to time.

### **Minimum Requirement**

A continuing student pursuing a bachelor's degree or diploma in Purchasing and Supply 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 14, 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.**