



**VACANCY ANNOUNCEMENT**

The Independent Policing Oversight Authority is established pursuant to the Independent Policing Oversight Authority Act Cap. 86 Laws of Kenya. Its primary mandate is to provide civilian oversight over the work of the National Police Service.

The Authority seeks to recruit results-oriented Kenyan citizens with drive, vision and creativity to fill the following vacant positions: -

No	Job Reference	Designation	Job Grade	Vacant Positions
5	IPOA/HR/16/2026	Principal Supply Chain Management Officer	IPOA 6	1 Post

**How to apply:**

Interested candidates who meet the required qualifications are invited to submit their application **ONLINE** through the Authority's website [careers Portal](#). No Physical applications will be accepted

Detailed job description and specification for this position is available here: <https://www.ipoa.go.ke/ipoa/careers>.

All applications to reach the Authority on or before **13<sup>th</sup> May, 2026** at **5.00 p.m. East Africa time**.

Successful applicants must meet the requirements of Chapter Six of the Constitution of Kenya 2010 and provide the following documents; clearance certificate from HELB, EACC, CRB, KRA and DCI. Further to this, background checks and verification of academic certificates shall be undertaken before on boarding.

*IPOA is an equal opportunity employer and shall not in its recruitment discriminate on the basis of race, religion, colour, ethnic origin, political affiliation, sex or sexual orientation, pregnancy, marital status, disability, health or social status. Kindly note that canvassing will lead to automatic disqualification.*

**IPOA does not engage any recruitment agencies and no medical examination is required before one attends an interview. IPOA does not charge a fee at any stage of the recruitment process (application, shortlisting or interview).**

*Only shortlisted candidates will be contacted.*

**5. IPOA/ HR/16/2026; PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER JOB  
GRADE IPOA 6 (1 POSITION) (CONSOLIDATED SALARY KSH. 185,380 – 290,600)**

<b>Job Title</b>	<b>Principal Supply Chain Management Officer</b>
<b>Grade</b>	IPOA 6
<b>Organization</b>	Independent Policing Oversight Authority
<b>Department</b>	Supply Chain Management
<b>Location / Work Station</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Assistant Director, Supply Chain Management
<b>Direct Reports</b>	Senior Supply Chain Management Officer
<b>Indirect Reports</b>	Supply Chain Management Officer I
<b>Job Purpose</b>	
Responsible for administration of the supply chain function to ensure timely availability of goods, works and services in the Authority coordinating design, Development and implementation of software application systems and models. This cadre is also responsible for designing, building and implementing database Systems.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<p>An officer at this grade will undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>i. Supervising implementation and review of policies, strategies, guidelines, plans, standards and procedures that impact on supply chain management while ensuring compliance to applicable laws, statutes and circulars;</li> <li>ii. Leading in market surveys/research to inform procurement of goods, works and services;</li> <li>iii. Monitoring supply chain contracts to safeguard Authority's interests are safeguarded;</li> <li>iv. Consolidating and implementing Annual Procurement and disposal plans;</li> <li>v. Developing and implementing capacity building programs on supply chain processes in the Authority;</li> <li>vi. Managing supplier relationship and performance evaluation;</li> <li>vii. Supervising registration/prequalification of suppliers and maintenance of the lists;</li> <li>viii. Managing inventory/stores in compliance with the relevant regulations;</li> </ol>	

- ix. Managing records in the division;
- x. Coordinating development of internal and external reports in the division;
- xi. Collaborating with other directorates and departments for effective supply chain management;
- xii. Identifying risks and formulating mitigation measures;
- xiii. Coordinating developing and monitoring the implementation of individual work plan of staff under their purview;
- xiv. Supervising stocking of items to be issued to staff; and
- xv. Coaching, mentoring and supervising staff under their purview.

**Knowledge, Experience and qualifications required**

For appointment to this grade, an officer must have the following qualifications:

- i. Cumulative service period of nine (9) years, three (3) of which must have been at the grade of Senior Supply Chain Management Officer, IPOA 7;
- ii. Bachelor's Degree in any of the following disciplines: - Procurement, Purchasing, Logistics, Business Administration, Commerce or its equivalent qualification from a recognized institution;
- iii. Professional Diploma in Procurement, Purchasing and Supplies Management, Logistics or its equivalent;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies in good standing
- vi. Proficiency in computer applications; and
- vii. Shown merit and ability as reflected in work performance and results.