

## **ADVERTISEMENT FOR VACANT POSITIONS**

The Public Procurement Regulatory Authority (PPRA) is established under the Public Procurement and Asset Disposal Act, 2015. The Authority's mission is 'To facilitate access to procurement opportunities through enabling regulations that fosters value for money for national socio-economic development'.

Towards this end, the Authority is seeking to competitively recruit the following vacant positions

	<b>POSITION</b>	<b>REF. NO</b>	<b>NO OF POSTS</b>
a)	Principal Records Management Officer	PPRA /PRMO- /4/2023	1
b)	Compliance Officer	PPRA /CO- /6/2023	21
c)	Legal Officer	PPRA /LO- /6/2023	4
d)	Legal Assistant	PPRA /LA- /8/2023	1
e)	Driver	PPRA /D- /9/2023	3
f)	Office Assistant/ Senior Office Assistant	PPRA /OA /9/2023	2

### **HOW TO APPLY**

Submit your details using the PPRA Application for Employment The PPRA Application for Employment Form and details of job descriptions and specifications can be found on the PPRA website ([www.ppra.go.ke/careers](http://www.ppra.go.ke/careers)). Candidates who meet the requirements should make their applications ONLINE using the link below:

<https://bit.ly/ppra-application>

Closing date; The applications should reach the Authority on or before **Friday 12<sup>th</sup> January, 2024 at 5.00pm (East African Time)**.

### **Please Note:**

- a) PPRA is an equal opportunity employer committed to diversity and gender equality. Persons with disabilities and those from Marginalized & Minority groups are encouraged to apply;
- b) Only Shortlisted candidates shall be contacted;

- c) Successful candidates will be required to submit the following
  - (i) Clearance Certificate from HELB,
  - (ii) Tax compliance Certificate from KRA,
  - (iii) Self-Declaration Form EACC and
  - (iv) Police Clearance Certificate from Directorate of criminal Investigations.
- d) Do not deliver any hard copy applications nor send through post;
- e) Any form of canvassing shall lead to automatic disqualification.

**DIRECTOR GENERAL**

## REQUIREMENTS FOR APPOINTMENT AND JOB DESCRIPTIONS

### 1. JOB DESCRIPTION FOR THE POSITION OF PRINCIPAL RECORDS MANAGEMENT OFFICER-REF PPRA /PRMO-/4/2023

<b>Job Title</b>	Principal Records Management Officer
<b>Grade</b>	PPRA 4
<b>Corporation/Organization</b>	Public Procurement Regulatory Authority
<b>Location / Work Station</b>	Headquarters (Nairobi) & or in a Regional Office
<b>Reporting Relationships</b>	
<b>Reports to</b>	Deputy Director, Human Resource & Administration
<b>Direct Reports</b>	<ol style="list-style-type: none"> <li>1) Senior Records Management Officer</li> <li>2) Records Management Officer</li> <li>3) Senior Records Management Assistant</li> <li>4) Records Management Assistant</li> </ol>
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
<p>The job is responsible for the management of the Authority's records and knowledge management program throughout the records and knowledge resources life cycle to facilitate business and decision-making processes. This involves designing and implementing knowledge management systems, strategies and policies for organizational improvement and sustained learning.</p>	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ol style="list-style-type: none"> <li>1) Initiate the development and implementation of records and knowledge management policy, procedures and guidelines;</li> <li>2) Plan and implement records management disaster preparedness strategies;</li> <li>3) Consolidate and submit monthly, quarterly and annual records and knowledge management division's reports;</li> <li>4) Mentor and coach records and knowledge management staff;</li> <li>5) Implement Performance Management System in the records and knowledge management division;</li> <li>6) Develop and implement strategies to mitigate risks in records and knowledge management;</li> </ol>	

- 7) Initiate and develop information security management strategies to safeguard records and knowledge management resources;
- 8) Develop and maintain knowledge management systems, policies, frameworks and mechanisms for effective knowledge transfer and organizational learning;
- 9) Implement and enforce knowledge management systems policies, frameworks and mechanisms for effective knowledge transfer;
- 10) Secure and maintain knowledge management systems, policies, frameworks and mechanisms for effective knowledge transfer and organisational learning; and
- 11) Implement and enforce knowledge management systems policies, frameworks and mechanisms for effective knowledge transfer.

**II. Operational Responsibilities / Tasks**

- 1) Interpret records and knowledge management policy, procedures and guidelines;
- 2) Plan for appropriate registries and record and knowledge management centres in the Authority;
- 3) Develop and implement records and knowledge management classification schemes;
- 4) Develop and implement strategies for mail management;
- 5) Develop and implement records and knowledge management resource retention and disposition schedules in line with the Public Archives Documentation Service Act, Cap 19 and other regulations;
- 6) Plan for appraisal and disposition of records and knowledge management in compliance with the Public Archives and Documentation Service Act, Cap 19, among others;
- 7) Advise on the appropriate records management systems for both manual and electronic records and knowledge management resources;
- 8) Manage both manual and electronic records and knowledge management systems;
- 9) Advise management on issues pertaining to improvement of records and knowledge management practices to keep abreast with emerging industry trends; and
- 10) Monitoring knowledge management and transfer systems.

**Job Dimensions:**

**I. Financial Responsibility**

- 1) Oversee implementation of record and knowledge management budget;
- 2) Provide input into the process of budgeting

**II. Responsibility for Physical Assets**

- 1) Authority's records
- 2) Records storage facilities
- 3) Computers/office equipment
- 4) Office furniture
- 5) Scanners

<ul style="list-style-type: none"> <li>6) Franking machine</li> <li>7) Shredding machine</li> </ul>
<b>III. Decision Making / Job Influence</b>
<ul style="list-style-type: none"> <li>1) Managerial Decisions</li> <li>2) Operational Decisions</li> <li>3) Analytical Decisions</li> <li>4) Financial Decisions</li> </ul>
<b>IV. Working Conditions</b>
<ul style="list-style-type: none"> <li>1. The job holder will operate in an office setting with numerous visits to regional offices.</li> <li>2. Maintaining sensitive records.</li> <li>3. Minor accidents possible, such as cuts, bruises and strains</li> <li>4. Exposure to machines, fasteners cuts, dusty files and pins.</li> </ul>
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
<ul style="list-style-type: none"> <li>1) Bachelor's Degree in any of the following disciplines: Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution.</li> <li>2) Master's Degree in Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution.</li> </ul>
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>1) Management Course lasting not less than four (4) weeks or its equivalent;</li> <li>2) Professional qualification and membership to a professional body where applicable</li> </ul>
<b>Previous relevant work experience required.</b>
A minimum period of eight (8) years relevant work experience, three (3) years of which must have been in a supervisory role;
<b>Functional Skills, Behavioural Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>1) Computer skills</li> <li>2) Communication Skills</li> <li>3) Reporting skills</li> <li>4) Problem Solving skills</li> <li>5) Supervisory Skills</li> <li>6) Mentorship and Coaching skills</li> <li>7) Risk Management skills</li> <li>8) Knowledge Management skills</li> <li>9) Leadership Skills</li> </ul>
<b>Remuneration Package</b>

- Gross Pay-Ksh 203,000- 298,000 Per Month
- 30 leave days per year
- Leave traveling allowance @ I/3 (third) of the basic salary upto a maximum of Ksh 50,000.
- A contributory pension scheme where the Employer contributes 20% and employee contributes 10% of the basic salary per month.
- Medical cover both in and out patient for self-one spouse and up to four children. Current annual limits are Out patient Ksh 300,000 and In-patient Ksh 4,000,000
- Group life cover at basic salary for 60 months.
- Work Injury Benefit Cover and Group personal Accident Cover

**2. JOB DESCRIPTION FOR THE POSITION OF COMPLIANCE OFFICER-REF PPRA /CO- /6/2023**

<b>Job Title</b>	Compliance Officer
<b>Grade</b>	PPRA 6
<b>Corporation/Organization</b>	Public Procurement Regulatory Authority
<b>Location / Work Station</b>	Headquarters (Nairobi) & or in a Regional Office
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Compliance Officer
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	
<b>Job Purpose</b>	
Conduct routine task and provide operational support in delivery of the core mandate of the Authority in the areas of Licensing & Standards, Compliance Monitoring, Complaints & Investigations, ARB Secretariat services and Debarment Secretariat services at the Headquarters and the Regional Offices.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Follow up on implementation of orders and directives to procuring entities and contractors on public procurement and asset disposal;</li> <li>2. Participate in performance and development process to encourage staff contribution and goal setting, feedback, and performance development planning;</li> <li>3. Provide input in the development and implementation of policy documents, manuals, and guidelines;</li> <li>4. Coach, mentor, and develop staff, including overseeing new staff and provide career development planning;</li> <li>5. Support the development and implementation of good governance and risk management practices within the department to ensure effective and efficient service delivery;</li> <li>6. Implement the adoption of information &amp; communication technology systems within the respective departments to ensure efficient service delivery;</li> <li>7. Develop individual works, monitor own performance for effective delivery of the assigned duties.</li> <li>8. Participate on matters Public Procurement and Assets in various local and international forums;</li> <li>9. Ensure that equipment and tools issued to the department are efficiently used;</li> <li>10. Contribute in the preparation and implementation of departmental budget work plans, procurement and asset disposal plans and activity schedules.</li> </ol>	
<b>II. Operational Responsibilities / Tasks</b>	
<b>Registration and Licensing</b>	
<ol style="list-style-type: none"> <li>1. Implement organization policies, strategies, guidelines and manuals on registration and licensing of procuring agents;</li> <li>2. Implement work plans and undertake continuous monitoring to prepare performance reports.</li> </ol>	

3. Collect, collate and maintain data and information on registration and licensing of procuring and asset disposal agents.
4. Monitor licensed public procurement and asset disposal agents and prepare reports on compliance reports with the terms and conditions of the license.
5. Monitor compliance with the code of ethics for procuring and asset disposal agents.
6. Prepare reports on mainstreaming of risk management policies and strategies and quality management system requirements.
7. Develop individual works, monitor own performance for effective delivery of the assigned duties.
8. Attend meetings and other technical committees, forums, task teams, task forces on registration and licensing of procuring and asset disposal agents.
9. Share relevant budget management and experience on licensing of procuring and asset disposal agents with staff of the Department.
10. Prepare reports on licensing of procuring and asset disposal agents and submit to the supervisor.
11. Contribute in the preparation of work-plans, budgets and procurement plans for the Department.

#### **Capacity Building and Proficiency**

1. Implement organizational policies, strategies and manuals on capacity building, proficiency and technical support.
2. Train and equip persons involved in public procurement and asset disposal system with requisite budget and skills to better undertake their functions.
3. Participate in the assessment of capacity building and technical support needs for informed and targeted intervention.
4. Maintain capacity building and technical support programmes, proficiency courses, modules and learning platforms including those involving information technology.
5. Develop templates for post-training follow-ups and evaluation.
6. Contribute in the development of guidelines for preparation reports on capacity building and technical support programmes.
7. Maintain high ethical standards and discipline.
8. Attend meetings and other technical committees, task teams, task forces on capacity building and proficiency matters.
9. Identify capacity-building needs and participate in developing and implementing capacity building programs for person involved public procurement and asset disposal.

#### **Ethics, Standards and Advisory Services**

1. Implement the organization policies, strategies, guidelines and manuals on ethics, advisory services and standards development.
2. Prepare responses to requests for advice by stakeholders on public procurement and asset disposal issues.
3. Collect, collate and maintain data and information on advisories issued to stakeholders and prepare reports with practical recommendations.



4. Contribute in the development of the public procurement and asset disposal standard documents, guidelines, formats and templates, circulars and directives.
5. Collect, collate and consolidate information on the implementation of the public procurement and asset disposal standards, guidelines, formats, templates, circulars and directives issued.
6. Monitor compliance with the code of ethics for persons involved in public procurement and asset disposal system in Kenya and prepare reports.
7. Develop individual works, monitor own performance for effective delivery of the assigned duties.
8. Attend meetings and other technical committees, forums, task teams, task forces on ethics standards and advisory services.
9. Prepare reports on ethics, standards and advisory services and submit to the supervisor.
10. Contribute in the preparation of work-plans, budgets and procurement plans for the Department.
11. Identify capacity building needs and participate in developing and implementing capacity building programs for person involved public procurement and asset disposal.

#### **Pre-Bid Compliance**

1. Review and analyze procurement plans published by procuring entities in the Portal for compliance with public procurement law
2. Review published invitations to bid and associated Tender Documents for compliance with the public procurement law.
3. Conduct procurement risk assessment and profiling of procuring entities using information from procurement plans received
4. Prepare draft correspondence to procuring entities whose Procurement plans, invitations to bid and tender documents do not comply with legal requirements
5. Collate and analyze data on status of compliance with legal requirements for pre-bid processes by procuring entities
6. Prepare reports on pre-bid compliance monitoring activities
7. Implement good governance, quality and risk management policies and strategies of the Authority;
8. Identify capacity building needs and participate in developing and implementing capacity building programs for person involved public procurement and asset disposal.

#### **Procurement Contracts and Disposal Compliance**

11. Collate and analyze data from the Authority's technical departments to assist in the identification of the Procuring Entities to be considered for the compliance monitoring;
12. Carry out procurement risk assessment of procuring entities based on procurement and asset disposal data to inform annual compliance monitoring plan;

13. Review and analyze reports on contract awards submitted to the Authority / published in the Public Procurement Information Portal by procuring entities for compliance with the procurement law;
14. Gather relevant information (from Public Procurement Regulatory Authority and Public Procurement Review Board, Public Procurement Information Portal, E-procurement) about procurement and asset disposal processes
15. Assemble relevant documents, templates, tools and equipment for use during compliance monitoring exercise,
16. Conduct procurement reviews and assessments in small public entities;
17. Prepare compliance monitoring reports (procurement assessment and follow-up assessment) reports;
18. Analyze procurement and contract award reports submitted to the Authority and identify any non-compliance with the procurement law;
19. Initiate follow up actions to ensure compliance with recommendations and directive issued by the Authority to procuring entities
20. Develop and implement capacity building programs for person involved in public procurement to address non-compliance issues
21. Identify red flags of procurement malpractices and fraud and provision of information to law enforcement agencies
22. Collate and maintain compliance data and records on procurement and disposal matters
23. Implement good governance, quality and risk management policies and strategies of the Authority;
24. Identify capacity building needs and participate in developing and implementing capacity building programs for person involved public procurement and asset disposal.

#### **Contracts and Performance Compliance**

1. Collate and analyze contract data from the Public Procurement Portal to assist in the identification of the Procuring Entities and contracts to be considered for the compliance monitoring;
2. Carry out procurement risk assessment of procuring entities to inform annual compliance monitoring plan Gather relevant information about the procuring entities and contracts to be monitored;
3. Gather relevant information about the procuring entities and contracts to be monitored;
4. Assemble relevant documents, templates, tools and equipment for use during compliance monitoring exercise;
5. Conduct compliance review and analysis of prioritized contracts during implementation;
6. Conduct value for money audit of prioritized contracts after implementation
7. Identify red flags of procurement/contract malpractices/frauds and provision of information to law enforcement agencies;
8. Prepare draft compliance monitoring reports (procurement assessment and follow-up assessment) reports;

9. Conduct follow up actions to ensure compliance with recommendations and directive issued by on implementation of procurement contracts;
10. Develop and implement capacity building programs form person involved in public procurement to address non-compliance issues;
11. Collate and maintain compliance data and records on contract implementation and performance;
12. Implement good governance, quality and risk management policies and strategies of the Authority;
13. Identify capacity building needs and participate in developing and implementing capacity building programs for person involved public procurement and asset disposal.

#### **Specialized Audits**

1. Collate and analyze data from the Public Procurement Portal, The National Treasury and security organs and other government agencies on procurement contacts to be subjected to specialized audits;
2. Conduct procurement risk assessment of classified procurements by security agencies and specially permitted procurement proceedings;
3. Maintain database of specialized procurement audits / classified procurement audits;
4. Assemble relevant documents, templates, tools and equipment for use during compliance monitoring exercise;
5. Carry out special /classified procurement audits;
6. Identify red flags of procurement malpractices/frauds and providing relevant information to law enforcement agencies;
7. Prepare classified and special audits reports;
8. Conduct follow up on implementation of recommendations and directive issued by the Authority from previous classified or special audits;
9. Collate compliance data and records on classified and special procurement contracts;
10. Implement good governance, quality and risk management policies and strategies of the Authority in specialized audit activities;
11. Identify capacity building needs in procuring entities where special audits were conducted and make recommendations for development and implementation of relevant training program.

#### **Debarment Secretariat**

1. Process requests for debarment;
2. Analyze and examine the evidence presented for debarment;
3. Collect and collate data for recording and updating for the debarment cases;
4. Prepare draft reports regarding debarment cases;
5. Make follow-ups with procuring entities to respond to correspondences regarding debarment proceedings;
6. Obtain information from registrar of companies on the names of the directors and partners to the firms proposed for debarment and affiliate firms where directors and firms have a controlling interest;

7. Conduct investigations to affirm grounds for debarment;
8. Draft reports for submission to the debarment committee for consideration;
9. Prepare draft lists of questions and necessary points for clarifications during debarment hearing;
10. Prepare reports on debarment findings and determination;
11. Prepare list of debarred firms and persons for publication on PPRA website.
12. Participate in the development and implementation of relevant capacity building programs for persons involved in debarment proceedings;

#### **Complaints Management**

1. Analyze complaints and draft letters to procuring entities seeking for information and procurement documents for review;
2. Review procurement documents and records to verify allegations made by complainants and providing recommendations and best possible resolutions based on fact;
3. Identify any red flags of procurement fraud and breaches of the public procurement law and recommending actions to resolve the complaint;
4. File and update data on the complaints management system/database;
5. Provide professional advice to complainants who seek the services of the Authority on public procurement matters;
6. Prepare periodic reports on procurement investigations conducted;
7. Implement good governance, quality and risk management policies and strategies of the Authority;
8. Identify capacity building needs in procuring entities and make recommendations for development and implementation of relevant training program;

#### **Investigations**

1. Draft correspondence to procuring entities, bidders and suppliers regarding investigations;
2. Conduct procurement investigations in public entities when appointed by the Director General;
3. Draft investigation reports and forwarding to Senior Compliance Officer for review;
4. Identify any of procurement fraud and violations of the public procurement law;
5. File and update data on procuring entities and contracts investigated;
6. Prepare periodic reports on procurement investigations conducted;
7. Implement good governance, quality and risk management policies and strategies of the Authority;
8. Identify capacity building needs in procuring entities and make recommendations for development and implementation of relevant training program

#### **Review Board Secretariat**

1. Prepare and collate of information for departmental reports;
2. Receipt requests for review, open files and do other preliminaries;

3. Research on the specific violation/breaches of the law in relation to request for reviews;
4. Assist in the development of Rules of procedure and guidelines for the Board;
5. Assess fee payable and statutory deposits for tendering and asset disposal appeals;
6. Compile statistical analysis of request for Reviews handled and activities undertaken by the Board;
7. Carry out periodic review of common breaches/violation of the Act to assist in policy review and capacity building;
8. Provide technical support to the Review Board on information on public procurement and asset disposal policies and strategies;
9. Prepare periodic performance reports of the Review Board and secretariat;
10. Research and maintain track of Review Board decisions;
11. Assist in the development and management of the Review Board Case Management System;
12. Review facts of Request for Review and ensure all relevant information pertinent to assigned cases is provided for consideration, by the Review Board;
13. Prepare risk matrix and mitigation measures and maintain Board member's disclosure of interest register;
14. Follow up withdrawals of requests for review and ensure that all parties prepare and execute deed of consent;
15. Work with experts assisting the Review Board when engaged;
16. Dispatch notifications and related documents to Review Board panels and all concerned parties;
17. Receive attendance confirmations from the concerned parties;
18. Prepare documents for Review Board remunerative allowances and emoluments;
19. Maintain a record of cases heard and determined by the Review Board;
20. Dispatch review Board decisions to concerned parties and post them in the website;
21. Maintain and update a database of judicial review cases;
22. Monitor progress and status of judicial review cases at the Court;
23. Participates in the development of the departmental procurement plan and budget; and
24. Identify capacity building needs in procuring entities and make recommendations for development and implementation of relevant training program.

**Job Dimensions:**

**I. Financial Responsibility**

1. Prepare draft budget and Procurement and asset disposal plan;
2. Implement budget and Procurement and asset disposal plan;
3. Prepare departmental expenditure requests;
4. Prepare departmental resource mobilization strategies.

**II. Responsibility for Physical Assets**

1. Office Equipment (Computers, printers, scanners, copiers);
2. Office tools;

3. Office furniture and fittings.
<b>III. Decision Making / Job Influence</b>
1. Analytical 2. Tactical 3. Operational
<b>IV. Working Conditions</b>
1. Predominantly works in office setting at the headquarters with occasional international and local travels; 2. Deals with sensitive and risky matters; 3. Operates with legislated timelines and strict deadlines resulting to long working hours.
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor's degree in any of the following disciplines; Procurement and Supply Chain Management, Applied Sciences, Biological Sciences, Physical Sciences, Social Sciences, Business Studies, Law or any other relevant qualification from a recognized institution.
<b>Professional Qualifications / Membership to professional bodies</b>
Member of a relevant professional body in good standing.
<b>Previous relevant work experience required.</b>
N/A
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
1. Analytical 2. Negotiation 3. Communication 4. Leadership 5. Ethics and Integrity 6. Interpersonal skills 7. Report writing skills 8. People Management skills 9. Planning and Organizational 10. Proficiency in computer applications.
<b>Remuneration Package</b>
<ul style="list-style-type: none"> <li>• Gross Pay-Ksh 127,000- 204,000 Per Month</li> <li>• 30 leave days per year</li> <li>• Leave traveling allowance @ 1/3 (third) of the basic salary up to a maximum of Ksh 50,000.</li> <li>• A contributory pension scheme where the Employer contributes 20% and employee contributes 10% of the basic salary per month.</li> <li>• Medical cover both in and out patient for self-one spouse and up to four children. Current annual limits are Out patient Ksh 300,000 and In-patient Ksh 4,000,000</li> <li>• Group life cover at basic salary for 60 months.</li> <li>• Work Injury Benefit Cover and Group personal Accident Cover</li> </ul>

**3. JOB DESCRIPTION FOR THE POSITION OF LEGAL OFFICER-REF PPRA /LO- /6/2023**

<b>Job Title</b>	Legal Officer
<b>Grade</b>	PPRA 6
<b>Corporation/Organization</b>	Public Procurement Regulatory Authority
<b>Location / Work Station</b>	Headquarters (Nairobi) & or in a Regional Office
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Legal Officer
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	Senior Legal Assistant Legal Assistant
<b>Job Purpose</b>	
To provide operational support in protecting the interest of the Authority in litigation; drafting of contracts; preparing legal opinions and advisories; and analysis of debarment and administrative review cases, towards the achievement of the Authority's strategic goals and objectives in the regulation of the public procurement system in Kenya.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
1. Supervise data entry and generation on administrative review and debarment cases; executed and pending contracts and cases pending in court.	
<b>II. Operational Responsibilities / Tasks</b>	
<ol style="list-style-type: none"> <li>1. Draft pleadings and other documents for filing in court;</li> <li>2. Attend court to represent the Authority;</li> <li>3. Prepare documentation to be filed in court in cases where the Authority is a party;</li> <li>4. Prepare witness statements for use in court;</li> <li>5. Provide input in drafting amendments to legislation and regulations to facilitate the Authority's operations;</li> <li>6. Analyse debarment cases to be presented to the Debarment Committee.</li> <li>7. Provide input in the legal and compliance audit of the Authority;</li> <li>8. Draft contracts, memorandum of understanding, leases and agreements;</li> <li>9. Follow up with external lawyers on monthly status reports and compile the same or prepare status reports for internally handled cases;</li> </ol>	

- 10.Undertaking conveyancing for the Authority’s properties, conduct searches on the Authority’s properties, and prepare leases and agreements where the Authority is a landlord;
- 11.Provide input in the preparation of annual and quarterly departmental reports;
- 12.Provide support in the Authority’s policy development and advise on legal policy issues;
- 13.Articulate the department’s issues in various fora;
- 14.Drafting legal opinions;
- 15.Providing and interpreting legal information;
- 16.Participating in developing legal documents and instruments;
- 17.Provide support in legal risk reviews and advice;
- 18.Drafting contracts, internal policies;
- 19.Handling pre-litigation legal disputes and inquiries; and
- 20.Drafting court pleadings for filing in court;
- 21.Providing support in carrying out the legal compliance audit;
- 22.Drafting memorandum of issues on bills and legislation;
- 23.Providing support in implementation of the quality management system in the department;
- 24.Draft notices of hearing to all parties to debarment proceedings
- 25.Draft issues for determination and necessary points of clarification to be presented during a debarment hearing;
- 26.Provide support in prosecuting debarment cases before the Debarment Committee;
- 27.Maintain records relating to debarment proceedings;
- 28.Prepare draft decisions for consideration by Debarment Committee;
- 29.Follow up to ensure publication of the names of the debarred firms on the Authority’s website;
- 30.Prepare draft communication to the Cabinet Secretary responsible for public procurement on gazettelement of names of debarred firms;
- 31.Research on points of law as instructed relating to the mandate of the Review Board by the Constitution, the Act and the Regulations;
- 32.Research and identify appropriate laws, judicial decisions, legal articles and other material that are relevant to assigned cases;
- 33.Compile statistical analyses of cases handled and activities undertaken by the Review Board;
- 34.Prepare draft legal opinions on ongoing cases that the members of the Review Board can refer to in development of their decisions; and
- 35.Follow up progress and status of judicial review and appeal cases at the Court and compile statistical and legal analyses of judgements rendered.

**Job Dimensions:**

**I. Financial Responsibility**



<ol style="list-style-type: none"> <li>1. Provide input in preparation of the department's budget;</li> <li>2. Implement the department's approved budget and procurement plan; and</li> <li>3. Propose expenditure by the department</li> </ol>
<b>II. Responsibility for Physical Assets</b>
<p>Takes responsibility for the following assets:</p> <ol style="list-style-type: none"> <li>1. Working tools - Laptop computer and iPad</li> <li>2. Litigation files and records</li> <li>3. Debarment files and records</li> <li>4. Contract Files</li> <li>5. Storage cabinets</li> <li>6. Executive desk and chair</li> </ol>
<b>III. Decision Making / Job Influence</b>
<ol style="list-style-type: none"> <li>1. Operational decisions</li> <li>2. Analytical Decisions</li> </ol>
<b>IV. Working Conditions</b>
<p>Office setting with occasional local travel Working within strict timelines</p>
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
<ol style="list-style-type: none"> <li>1. Bachelors of Laws (LL.B) degree from a recognized institution; and</li> <li>2. Post graduate Diploma in Law (Advocates Training Programme).</li> </ol>
<b>Professional Qualifications / Membership to professional bodies</b>
<ol style="list-style-type: none"> <li>1. Membership to the Law Society of Kenya (LSK) in good standing;</li> <li>2. Be admitted as an Advocate of the High Court of Kenya; and</li> <li>3. Current Advocates Practicing Certificate;</li> </ol>
<b>Previous relevant work experience required.</b>
<p>N/A</p>
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
<ol style="list-style-type: none"> <li>1. Organization skills</li> <li>2. Interpersonal skills</li> <li>3. Communication skills</li> <li>4. Negotiation skills</li> <li>5. Problem solving skills</li> <li>6. Communication skills</li> <li>7. Presentation skills</li> <li>8. Self-driven</li> </ol>
<b>Remuneration Package</b>

- Gross Pay-Ksh 127,000- 204,000 Per Month
- 30 leave days per year
- Leave traveling allowance @ I/3 (third) of the basic salary up to a maximum of Ksh 50,000.
- A contributory pension scheme where the Employer contributes 20% and employee contributes 10% of the basic salary per month.
- Medical cover both in and out patient for self-one spouse and up to four children. Current annual limits are Out patient Ksh 300,000 and In-patient Ksh 4,000,000
- Group life cover at basic salary for 60 months.
- Work Injury Benefit Cover and Group personal Accident Cover

**4. JOB DESCRIPTION FOR THE POSITION OF LEGAL ASSISTANT- PPRA /LA- /8/2023**

<b>Job Title</b>	Legal Assistant
<b>Grade</b>	PPRA 8
<b>Corporation/Organization</b>	Public Procurement Regulatory Authority
<b>Location / Work Station</b>	Headquarters (Nairobi) & or in a Regional Office
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Legal Officer
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
The job exists to provide support in handling routine administrative and operational processes in the directorate towards the achievement of its goals.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
Organize and prioritize the paralegal work to meet set deadlines.	
<b>II. Operational Responsibilities / Tasks</b>	
<ol style="list-style-type: none"> <li>1. Provide support in following up all outstanding welfare and logistical issues for the Board;</li> <li>2. Update court diaries and monitor court calendars and legal deadlines for the Legal Department;</li> <li>3. Open department files to include archiving, retrieval, movement and file closing;</li> <li>4. Enter details of contracts and agreements in the Register;</li> <li>5. Retrieve all files coming up in court for action by the legal officer;</li> <li>6. Register, file and serve pleadings and other court documents;</li> <li>7. Attend court registries for mentions and fixing for hearing dates; and</li> <li>8. Attend various registries including land registries, company registries, for purposes of executing department assignments including presenting documents for registration, assessment for stamp duty, stamping and undertaking all necessary procedures.</li> </ol>	
<b>Job Dimensions:</b>	
<b>I. Financial Responsibility</b>	

Provide support in preparation of schedule of payment of Board members; and Pay necessary filing fees for pleadings and instruments.
<b>II. Responsibility for Physical Assets</b>
Takes responsibility for the following assets:  Working tools – Computer, Registers ,Storage cabinets & Office desk and chair
<b>III. Decision Making / Job Influence</b>
Operational decisions
<b>IV. Working Conditions</b>
Office setting Working within strict timelines
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Diploma in Legal Studies (Paralegal)
<b>Professional Qualifications / Membership to professional bodies</b>
N/A
<b>Previous relevant work experience required.</b>
N/A
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
Interpersonal skills      Communication skills  Team Player                      Integrity
<b>Remuneration Package</b>
<ul style="list-style-type: none"> <li>• Gross Pay-Ksh 90,000- 142,000 Per Month</li> <li>• 30 leave days per year</li> <li>• Leave traveling allowance @ 1/3 (third) of the basic salary up to a maximum of Ksh 50,000.</li> <li>• A contributory pension scheme where the Employer contributes 20% and employee contributes 10% of the basic salary per month.</li> <li>• Medical cover both in and out patient for self-one spouse and up to four children. Current annual limits are Out patient Ksh 300,000 and In-patient Ksh 4,000,000</li> <li>• Group life cover at basic salary for 60 months.</li> <li>• Work Injury Benefit Cover and Group personal Accident Cover</li> </ul>

**5. JOB DESCRIPTION FOR THE POSITION OF DRIVER-REF  
PPRA /D- /9/2023**

Job Title	Driver
Grade	PPRA 9
Corporation / Organization	Public Procurement Regulatory Authority
Location/ Work Station	Head Office, Nairobi & or in a Regional Office
<b>Reporting Relationships</b>	
Reports to	1) Principal Administrative Officer 2) Principal Compliance Officer/Head of Regional Office.
Direct Reports	N/A
Indirect Reports	N/A
<b>Job Purpose</b>	
The Purpose of this job is to provide transport and logistic services in the Authority towards the realization of the Authority's mandate.	
<b>Key Responsibilities /Duties/Tasks</b>	
<b>Managerial Responsibilities</b>	
N/A	
<b>Operational Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Driving vehicles as authorized;</li> <li>2. Carrying our routine checks on the vehicles cooling oil,Electrical and brake systems, tyre pressure and report any defects on the vehicle etc.</li> <li>3. Detecting malfunctioning of vehicles system and report any defects on the vehicle;</li> <li>4. Maintenance of prproperly authorised work tickets for vehicles assigned and surrender as neccesary;</li> <li>5. Ensuring security and safety of the vehicle on and off the road;</li> <li>6. Overseeing safety of the passengers and/or goods therein;</li> <li>7. Maintaining cleanliness of the vehicle; and</li> <li>8. Ensuring adherence to or observations of traffic laws.</li> <li>9. Assists in loading and unloading of goods;</li> <li>10.Plans transportation route based on road and traffic conditions;</li> <li>11.Schedules regular vehicle servicing to ensure they are in good working condition;</li> </ol>	

<p>12. Ensures the Company's vehicle is only used for official/authorized business;</p> <p>13. Maintains vehicle fuel cards and account for its usage;</p> <p>14. Reports any incidents or accidents to police and or the office immediately they occur.</p>
<b>Job Dimensions:</b>
<b>Financial Responsibilities</b>
N/A
<b>Responsibility for physical assets</b>
<ol style="list-style-type: none"> <li>1. Motor vehicle and its accessories</li> <li>2. Computer</li> <li>3. Desk</li> </ol>
<b>III. Decision making /Job Influence</b>
Operational Decisions
<b>IV. Working Conditions</b>
<ol style="list-style-type: none"> <li>1) The job setting is within and outside the Authority driving to various destinations.</li> <li>2) The job requires one to work beyond the normal working hours and over the weekends when there are less movements.</li> <li>3) The job exposes the job holder to accidents, insecurity and strenuous work environment due to working beyond official working hours.</li> </ol>
<b>Job Competencies (Knowledge, Experience and Attributes/Skills</b>
<b>Academic qualifications</b>
Kenya Certificate of Secondary Education mean grade of D plain or its equivalent qualification from a recognized institution.
<b>Professional Qualifications / Membership to professional bodies</b>
<ol style="list-style-type: none"> <li>1. Valid Class BCE Driving License free from any endorsement;</li> <li>2. Occupational Trade Test Grade III for drivers;</li> <li>3. Passed Suitability Test for drivers;</li> <li>4. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;</li> </ol>
<b>Previous Work Experience</b>
N/A
<b>Functional skills Behavioral Competencies/Attributes</b>

1. Interpersonal skills
2. Communication skills
3. Integrity and confidentiality skills
4. Team work
5. Computing skills

### **Remuneration Package**

- Gross Pay-Ksh 75,000- 113,000 Per Month
- 30 leave days per year
- Leave traveling allowance @ 1/3 (third) of the basic salary up to a maximum of Ksh 50,000.
- A contributory pension scheme where the Employer contributes 20% and employee contributes 10% of the basic salary per month.
- Medical cover both in and out patient for self-one spouse and up to four children. Current annual limits are Out patient Ksh 300,000 and In-patient Ksh 4,000,000
- Group life cover at basic salary for 60 months.
- Work Injury Benefit Cover and Group personal Accident Cover

**6. JOB DESCRIPTION FOR THE POSITION OF OFFICE ASSISTANT -REF PPRA /OA /9/2023**

Job Title	Office Assistant
Grade	PPRA 10
Corporation / Organization	Public Procurement Regulatory Authority
Location/ Work Station	Head Office, Nairobi & or in a Regional Office
<b>Reporting Relationships</b>	
Reports to	1) Principal Administrative Officer 2) Principal Compliance Officer/Head of Regional Office.
Direct Reports	N/A
Indirect Reports	N/A
<b>Job Purpose</b>	
The purpose of this job is to offer assistance within the Office setup, under the supervision of and direction from the immediate supervisor to help maintain smooth and efficient operations towards the realisation of the Authority's mandate.	
<b>Key Responsibilities /Duties/Tasks</b>	
<b>Managerial Responsibilities</b>	
N/A	
<b>Operational Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Clean offices, kitchen, office facilities</li> <li>2. Performing reprographic services;</li> <li>3. Prepare and serve tea, collecting and cleaning utensils;</li> <li>4. Dust offices and ensure habitable office conditions;</li> <li>5. Carrying office equipment, furniture and ensuring orderly arrangement;</li> <li>6. Dispatch letters collect and deliver documents/ correspondences outside the organization; and</li> <li>7. Supervise outsourced cleaning service to ensure ground\office cleanliness.</li> <li>8. Ensure provision of waste disposal bags/bins for proper segregation, collection and final transportation of all waste materials for disposal.</li> <li>9. Record and dispatch letters, files and documents to ensure proper filing and traceability;</li> </ol>	



10. Maintains and services office equipment to ensure uninterrupted functionality.
11. Receive and direct visitors and clients to the respective offices to ensure they are attended to.
12. Recommended cleaning detergents, chemicals and ensure equipment are appropriately used.
13. Recommends to the immediate supervisor areas to be fumigated.
14. Participate in monitoring of consumption rates of consumables to avoid stock outs thus promoting continued cleanliness.
15. Sign check lists update on a daily, weekly and monthly basis
16. Provide guidance to all outsourced cleaning providers and also reports on their work performance.

**Job Dimensions:**

**Financial Responsibilities**

N/A

**Responsibility for physical assets**

- 1) desktop computers
- 2) shredders
- 3) office desks& chairs
- 4) filing cabinets and office equipment's

**III. Decision making /Job Influence**

**Operational Decisions**

**IV. Working Conditions**

1. The job requires one to work beyond the normal working hours and over the weekends when there are less movements.
2. The job may have exposure to fumes /odours from cleaning detergents, pathogens and the job holder will also be exposed to constant dust.

**Job Competencies (Knowledge, Experience and Attributes/Skills**

**Academic qualifications**

Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent qualification;

**Professional Qualifications / Membership to professional bodies**

N/A

**Previous Work Experience**

N/A

**Functional skills Behavioral Competencies/Attributes**

- 1) Time management skills
- 2) Problem solving skills
- 3) Confidentiality skills
- 4) Communications skills
- 5) Team player
- 6) Customer service skills
- 7) Public Relations skills
- 8) Interpersonal skills
- 9) Computing skills
- 10) Basic firefighting Techniques
- 11) Basic First Aid Methods/Techniques

**Remuneration Package**

- Gross Pay-Ksh 63,000- 93,000 Per Month
- 30 leave days per year
- Leave traveling allowance @ 1/3 (third) of the basic salary up to a maximum of Ksh 50,000.
- A contributory pension scheme where the Employer contributes 20% and employee contributes 10% of the basic salary per month.
- Medical cover both in and out patient for self-one spouse and up to four children. Current annual limits are Out patient Ksh 300,000 and In-patient Ksh 4,000,000
- Group life cover at basic salary for 60 months.
- Work Injury Benefit Cover and Group personal Accident Cover