



NATIONAL CEREALS AND PRODUCE BOARD

JOB VACANCY

Senior Officer, Logistics

National Cereals and Produce Board (NCPB) is a State Corporation whose mandate includes the social roles of procuring and managing the Country's Strategic Food Reserves (SFR) and Famine Relief Stocks (FRS) as well as distributing agriculture inputs on behalf of the Government on agency basis. Its also trades commercially in grain and other select agricultural produce and related commodities and services.

NCPB would like to recruit a suitable person to fill the above position, which deals with the management, movement and distribution of various commodities within the Board's network.

Job Purpose/Role

Reporting to the Assistant Manager, Warehousing, the jobholder supports the distribution of various commodities in the Board according to various guidelines. S/he assists the coordination of transportation and delivery of commodities to various destinations.

Key Responsibilities

The Jobholder:

- a) Maintains a register of all commodity transporters and ensures prompt renewal of registration;
- b) Maintains records of deregistered transporters and circulates continually lists of affected transporters to all concerned to ensure that such transporters do not handle Board's commodities;
- c) Supports the preparation and coordination of import/export logistics including maintaining distribution plans;
- d) Supports the organisation of meetings between the Board and transporters to ensure good working relations;
- e) Handles the efficient and cost-effective movement of commodities across the Board;
- f) Maintains an up-to-date inventory of stocks and ensures that physical distribution systems are up to the required standards;
- g) Supports internal transfers of commodities and oversees maintenance of accurate logs of all transportation and commodities transported;
- h) Monitors transfer orders to ensure that stocks moved between stations are received intact in terms of quality and quantity;
- i) Confirms that commodity-handling activities especially during importation and transfers have the right specifications and quantities;
- j) Reports/follows up cases of non-delivery, short-delivery, delayed delivery and adulteration of commodities and ensures appropriate action is taken

immediately for any shortcomings including recoveries of goods lost in transit from those concerned;

- k) Reports losses incurred during transportation while ensuring that the relevant documents required to support insurance claims are secured and availed;
- l) Helps update the transport procedure manual and ensures that all changes affecting transport procedures are communicated to all concerned;
- m) Supports budgeting for resources for movements of commodities and monitors costs;
- n) Handles/reports arising problems or complaints;
- o) Ensures compliance with relevant laws, regulations, policies and procedures and quality standards;
- p) Verifies invoices for movement of commodities; and
- q) Performs any other duties that may be assigned by superiors from time to time

Academic/Professional Qualification

- A Bachelor Degree in Supply Chain Management/Logistics Management or equivalent
- A minimum of KSCE C (Plain) or equivalent

Minimum Experience Required

- A minimum of five (5) years relevant working experience

Skills:

- Analytical skills
- Good communication skills
- understanding and practical experience in supply chain/logistics and transport management knowledge and practices
- Strong attention to detail
- Good supervisory skills

THE OFFER

Applications with detailed CV indicating work experience qualifications, current remuneration, copies of certificates, names of at least three referees and daytime telephone contact should be sent to the following address:

**The Managing Director
National Cereals and Produce Board
P. O. BOX 30586 - 00100
NAIROBI**

The envelope clearly marked **Ref: NCPB/M/LOG/2016** should be received not later than **16th December 2016**. Only short-listed candidates will be contacted.

NCPB is an equal opportunity employer. However, female candidates are especially encouraged to apply

CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION