MANG'U HIGH SCHOOL

P.O. Box 314 – 01000 THIKA, KENYA
Phone: 067-2220270
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Our Ref No. MHS / JA/25

17th November 2026

ADVERTISEMENT FOR A VACANT POSITION

Mangu High School invites applications from qualified personnel for the position of a **PROCUREMENT OFFICER / SUPPLY CHAIN MANAGEMENT OFFICER.**

Minimum Requirements

1. Diploma in Purchasing and Supplies Management from a recognized institution.
2. Active membership of KISM (Kenya Institute of Supplies Management)
3. Computer Literate and in good working knowledge in Computer Application
4. At Least 3 years working experience in Procurement field preferably in an Education or Public Institution
5. Terms of employment: Contract

Duties and Responsibilities

1. Advice the management on the best practices concerning procurement issues as contained in the PPOA Act and any other relevant legislation.
2. Ensure adherence to procurement procedures, regulations and standards through creating awareness to the users on the process to be followed through open tendering and prequalification process for all goods and services procured by the school.
3. Monitoring of user departments spending patterns and ensuring on-time update of procurement plan.
4. Proper documentation and maintenance of all supply documents including requisitions, quotations, LPOs/LSOs, invoices and delivery notes awaiting payments.
5. Ensuring proper record management of various procurement processes, decisions and contractual agreements for accountability and audit purposes.
6. Responsible in preparation and maintenance of the Asset Register and perform any other duties as assigned by the administration.

Applications to be submitted to the undersigned on or before **4th December 2026.** Applicants should attach their CVs and copies of their certificates and testimonials. Mangu High School is an equal opportunity employer. Only shortlisted candidates will be contacted for interview.

The Chief Principal/Secretary Board of Management
Mangu High School
P.O. Box 314 – 01000 THIKA

MANG'U HIGH SCHOOL
CHIEF PRINCIPAL
17 NOV 2026
TEL 020-2029284
P.O. BOX 314-01000, THIKA