



Setting gold standards in nutrition and dietetics

ADVERTS

A. KNDI Inspectors – Part Time (Non-Salaried)

The Kenya Nutritionists and Dieticians Institute was established by an Act of Parliament No.18 of 2007 (CAP 253B), to provide for training, registration and licensing of nutritionists and dieticians, to provide for the regulation of the standards, and practice of the profession to ensure their effective participation in matters relating to nutrition and dietetics and for related purposes.

To achieve her mandate, KNDI would like to make a call for suitably qualified professionals to serve as KNDI inspectors from time to time. The inspectors must meet the following criteria;

I. Degree Level Inspector

1. Must be a PhD holder with over 5 years teaching experience from a KNDI accredited institution.
2. A registered nutritionist/ dietician with a valid practicing license.
3. Must have headed/ handled quality assurance activities at departmental level of a university.
4. Good analytical and report writing skills.
5. Must meet chapter 6 of the constitution by the evidence of;
 - a. Certificate of good conduct
 - b. Ethics and Anti-Corruption Clearance
 - c. HELB clearance

II. Diploma/ Certificate Level Inspector

1. Must be at least a Master's holder with over 5 years teaching experience from a KNDI accredited institution.
2. A registered nutritionist/ dietician with a valid practicing license.
3. Must have headed/ handled quality assurance activities at departmental level of a university.
4. Good analytical and report writing skills.
5. Must meet chapter 6 of the constitution by the evidence of;
 - a. Certificate of good conduct
 - b. Ethics and Anti-Corruption Clearance
 - c. HELB clearance

B. Procurement Assistant Intern (Volunteer 3 months)

The key responsibility will be to ensure the company obtains quality products for competitive prices in a timely fashion. He/she will play an integral role in ensuring the institute sticks to budgets and operates profitably.



He/she will establish relationships and serve as a representative of the company when negotiating contracts and building vendor and supplier trust as well as track and monitor the delivery and confirmation of all materials and supplies by performing the following duties;

Duties and Responsibilities

- To estimate and establish cost parameters and budgets for purchases
- To create and maintain good relationships with vendors and suppliers
- To negotiate appropriate contracts for pricing and supply
- To examine and review products and supplies to ensure quality
- To track incoming inventory, delivery arrival time, and note actual arrival time
- To organize and update database of suppliers, delivery times, invoices, and quantity of supplies
- To work with team members, supervisors, and procurement manager to develop future purchasing plans and source potential relationships with vendors
- To assist in developing, managing and co-ordinating the procurement processes and to be able to use legally established professional and transparent procurement policies and procedures
- To be able to prepare calls for tender and follow-up procedure and in the management of any type of contracts (service, works, supplies)
- To analyze potential vendors and suppliers for future project needs
- To ensure all deliveries contain all goods requested
- To collaborate with financial team members on contracts, invoicing, and other financial matters
- Other duties as assigned

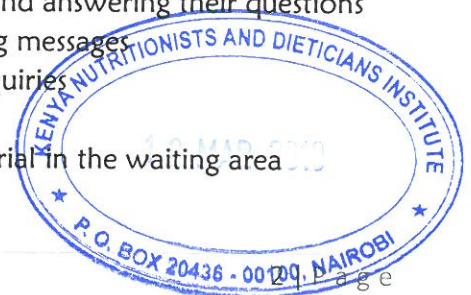
Key Competencies & Qualifications

- Bachelor's degree/Diploma in Purchasing and Supplies or any other relevant discipline from a recognized institution
- The successful candidate shall have Procurement professional qualifications from a recognized Institution locally or abroad
- Must have at least 2-3 years' experience in purchasing and supplies in a busy work environment
- Successful track record of handling intense work pressure under tight timelines
- Able to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Able to make decisions in a fast-paced environment
- Ability to be self-motivated with a positive attitude and a solid work ethic

C. Receptionist Intern (Volunteer 3 months)

Duties and Responsibilities

- Highly skilled in greeting visitors and directing them to the right person or section
- Well-versed in managing guests book and issuing security passes
- Hands-on experience in giving information to visitors and answering their questions
- Proven record of answering/forwarding calls and taking messages
- Demonstrated ability to deal with phone and email inquiries
- Able to maintain an organized reception area
- Comprehensive knowledge of organizing reading material in the waiting area
- Provided word-processing and clerical support



- Provided office support services so as to ensure efficiency
- Responded to guests and public inquiries
- Directed employees, guests and the general public to the right staff member
- Answer all incoming calls and handled caller's inquiries
- Receive, directed and passed by telephone fax messages
- Maintain a sufficient record of office supplies
- Maintain the common filing system and file all letters
- Provided administrative services to the office managers

Job Requirements and Qualifications

- Diploma in front office operations & administration or its equivalent.
- Must be computer literate.
- One year working experience in the same position.
- Friendly personality and excellent communication skills.

All applications to be submitted to the KNDI Chief Executive Officer clearly marked 'KNDI Inspector' by June 30, 2019 in a properly sealed envelope.

The application should be addressed as;
The Chief Executive Officer/ Human Resources,
Kenya Nutritionists and Dieticians Institute (KNDI),
Commodore Office Suites, 3rd Floor, Suite 3G, Opposite Prestige Plaza,
Kindaruma Road/Wood Avenue, off Ring Road, Kilimani
P.O. Box 20436 – 00100
Nairobi, Kenya

