



KEMSA is a State Corporation established through an Act of Parliament, with the mandate to procure, warehouse and distribute drugs and medical supplies for prescribed public health programs, the national strategic stock reserve, prescribed essential health packages and national referral hospitals.

As a result of business growth and the need to enhance organizational efficiency for effective service delivery, we would like to fill the following positions as detailed below:

POSITION NAME: PLUMBER (REF. KEMSA/HRA/PLMBR/ADM/1/2025)
GRADE: SA10
NO. OF VACANCIES: Two (2)
TERMS OF SERVICE: Contract
BASIC SALARY: As per scale

LOCATION:

The successful candidate will be deployed at the KEMSA Head Office, with occasional travel to the Authority's regional offices across the country.

PURPOSE STATEMENT:

Reporting to the Projects Team Leader, the Plumber will be expected to carry out repair and maintenance of all plumbing and related installations in order to maximize usability in all facilities at Kenya Medical Supplies Authority in and around Nairobi and on occasion other KEMSA Depots across Kenya

PRINCIPAL ACCOUNTABILITIES:

1. Carry out repair and maintenance works on all plumbing fittings and installations;
2. Conduct daily checks on water levels to ensure it remains at the right level;
3. Check to ensure water pump and fire system are running without any disruptions;
4. Requisition for spare parts for plumbing works in line with requirements;
5. Carry out services on hot and cold-water installations and drainage installations as and when required;
6. Maintain the working areas and the workshop in clean and hygienic conditions in line with established guidelines;

7. Attend to any emergency situations related to plumbing during as and when they arise;
8. Conduct regular and scheduled maintenance of the water pumps to clear any clogging and airlock;
9. Responsible for softening water to reduce corrosion of the pipes;
10. Reading meters and maintaining accurate records
11. Repair and ensure all the drainage (gutters & pipes) around the school are not clogged; and
12. Liaise with external plumbing contractors on any works that they may be requested to carry out.
13. Any other responsibilities assigned to the job holder by the supervisor from time to time

Qualifications, Skills and Experience:

1. A craft certificate in Plumbing Grade 1 from a recognized institution
2. Five (5) years of experience in plumbing installation and maintenance work.
3. Excellent written and verbal communication skills
4. Be familiar with the required Health & Safety standards governing the plumbing role
5. Must have knowledge of hand and power and plumbing tools
6. Knowledge in developing Bills of Quantities for Plumbing works
7. Knowledgeable on piping materials
8. Knowledge to read and understand blueprints

Desired attributes:

1. Must demonstrate high integrity and ethical practice
2. Must demonstrate ability to execute work assigned with minimum supervision
3. Must be a team player who is able to work cordially in teams
4. Must demonstrate the ability to multitask.
5. Should have ability to solve problems by applying relevant knowledge
6. Must be a flexible person, who is willing to learn and able to work flexible hours to achieve goals

POSITION NAME: ELECTRICIAN REF.
KEMSA/HRA/ELECTR/ADM/1/2025)

GRADE: SA9

NO. OF VACANCIES: One (1)

TERMS OF SERVICE: Contract

BASIC SALARY: As per scale

LOCATION:

The successful candidate will be deployed at the KEMSA Head Office, with occasional travel to the Authority's regional offices across the country.

PURPOSE STATEMENT:

Reporting to the Projects Team Leader, the Electrician will be expected to safely perform electrical installations, planned preventative maintenance (PPM), reactive maintenance, fault finding and trouble-shooting, design, construction and inspection & test to Low Voltage (LV) equipment & installations across the Kenya Medical Supplies Authority in and around Nairobi and on occasion other KEMSA Depots across Kenya

PRINCIPAL ACCOUNTABILITIES:

1. Carry out planned maintenance activities, projects, refurbishments and react to electrical breakdowns or faults in a timely, professional & customer focused manner.
2. Execute repairs and works safely and in accordance with the quality standards of the FCO, industry best practice, British standards and Kenyan electrical regulations & requirements where applicable to LV domestic / housing electrical works and light industrial / commercial plant and equipment.
3. Take ownership of electrical projects, repairs and producing technical reports within accurate time frames for completion of works.
4. Safely perform electrical testing and produce electrical installation condition reports or electrical installation certificates as required and on completion of works.
5. Support and encourage colleagues in electrical methods including design, installation, inspection, testing and interpretation of drawings.
6. Liaise with technical & non-technical colleagues to provide updates on works progress in a suitable language that is understood by all parties.
7. Actively contribute to safe working practices and ensure all work is undertaken safely by self and others.

8. Identify materials required and create work package(s) for refurbishment, improvement, renewal and re-wire to ensure the electrical installation meets the electrical compliance standards of the FCO, the current edition of BS7671,

Kenyan electrical regulations & requirements where applicable and any other relevant standard(s).

9. Produce comprehensive bills of materials and estimates of costs for high quality electrical components, labor and materials.
10. Demonstrate continuous improvement in all areas of work to achieve best value for money, safety compliance and standards of build.
11. Carry out the following duties: Routine electrical maintenance (LV), electrical design for small projects, electrical construction, test & inspection, undertaking full building re-wires, fault finding, consumer board & distribution board replacement, repairs to installations, installation of circuit accessories, industrial control panel repairs / modification, repairs and replacement to wiring in commercial buildings and special locations (swimming pools etc.) Working at height and outside work may be required on occasion including on high risk plant

Qualifications, Skills and Experience:

1. Diploma Certificate in Electrical Engineering/Installation from a recognized institution
2. Five (5) years of experience in electrical installation and maintenance work.
3. Possess a KPLC Wiring Certificate
4. Knowledge and experience in low voltage electrical installation inspection and testing.
5. Must have knowledge of hand and power tools
6. Be familiar with the required Health & Safety standards governing the electrician role
7. Knowledge to read and understand blueprints
9. Knowledge in developing Bills of Quantities for Electrical works

Desired attributes:

1. Must demonstrate high integrity and ethical practice
2. Excellent written and verbal communication skills
3. Must demonstrate ability to execute work assigned with minimum supervision
4. Must be a team player who is able to work cordially in teams
5. Must demonstrate the ability to multitask.
6. Should have ability to solve problems by applying relevant knowledge
7. Must be a flexible person, who is willing to learn and able to work flexible hours to achieve goals

POSITION NAME: ASSISTANT TECHNICIAN REF. KEMSA/HRA/ASST. TECH /ADM/1/2025)

GRADE: SA10

NO. OF VACANCIES: One (1)

TERMS OF SERVICE: Contract

BASIC SALARY: As per scale

LOCATION:

The successful candidate will be deployed at the KEMSA Head Office, with occasional travel to the Authority's regional offices across the country.

PURPOSE STATEMENT:

Working under the supervision of the Electrician, the Assistant Technician will be expected to safely perform electrical installations, planned preventative maintenance (PPM), reactive maintenance, fault finding and trouble-shooting, design, construction and inspection & test to Low Voltage (LV) equipment & installations across the Kenya Medical Supplies Authority in and around Nairobi and on occasion other KEMSA Depots across Kenya

PRINCIPAL ACCOUNTABILITIES:

1. Support in carrying out planned maintenance activities, projects, refurbishments and react to electrical breakdowns or faults in a timely, professional & customer focused manner.
2. Support the execution of repairs and works safely and in accordance with the quality standards of the FCO, industry best practice, British standards and Kenyan electrical regulations & requirements where applicable to LV domestic / housing electrical works and light industrial / commercial plant and equipment.
3. Assist the Electrician take ownership of electrical projects, repairs and producing technical reports within accurate time frames for completion of works.
4. Support in safely performing electrical testing and produce electrical installation condition reports or electrical installation certificates as required and on completion of works.
5. Support and encourage colleagues in electrical methods including design, installation, inspection, testing and interpretation of drawings.
6. Liaise with technical & non-technical colleagues to provide updates on works progress in a suitable language that is understood by all parties.
7. Actively contribute to safe working practices and ensure all work is undertaken safely by self and others.

8. Support in identification of materials required and create work package(s) for refurbishment, improvement, renewal and re-wire to ensure the electrical

installation meets the electrical compliance standards of the FCO, the current edition of BS7671, Kenyan electrical regulations & requirements where applicable and any other relevant standard(s).

9. Assist to produce comprehensive bills of materials and estimates of costs for high quality electrical components, labor and materials.
10. Demonstrate continuous improvement in all areas of work to achieve best value for money, safety compliance and standards of build.
11. Assist the Electrician in carrying out the following duties: Routine electrical maintenance (LV), electrical design for small projects, electrical construction, test & inspection, undertaking full building re-wires, fault finding, consumer board & distribution board replacement, repairs to installations, installation of circuit accessories, industrial control panel repairs / modification, repairs and replacement to wiring in commercial buildings and special locations (swimming pools etc.) Working at height and outside work may be required on occasion including on high risk plant

Qualifications, Skills and Experience:

1. Craft Certificate in Electrical Engineering/Installation Grade 1 from a recognized institution
2. One (1) year of experience in electrical installation and maintenance work.
3. Possess a KPLC Wiring Certificate
4. Knowledge and experience in low voltage electrical installation inspection and testing.
5. Must have knowledge of hand and power tools
6. Be familiar with the required Health & Safety standards governing the electrician role
7. Knowledge to read and understand blueprints
10. Knowledge in developing Bills of Quantities for Electrical works

Desired attributes:

1. Must demonstrate high integrity and ethical practice
2. Excellent written and verbal communication skills
3. Must demonstrate ability to execute work assigned with minimum supervision
4. Must be a team player who is able to work cordially in teams
5. Must demonstrate the ability to multitask.
6. Should have ability to solve problems by applying relevant knowledge
7. Must be a flexible person, who is willing to learn and able to work flexible hours to achieve goals

Shortlisted candidates will be required to satisfy the following requirements of Chapter Six (6) of the Constitution of Kenya 2010:

1. Police Clearance Certificate from the Directorate of Criminal Investigations;
2. Tax Compliance Certificate from the Kenya Revenue Authority;

Those interested and who meet the above requirements are invited to apply for the job. The application, accompanied with a detailed curriculum vitae, copies of certificates and testimonials addressed as below should reach the Chief Executive Officer not later than **10th April, 2025**.

The applicant's envelope should quote the **Reference Number** of the position they are applying for.

**Chief Executive Officer,
Kenya Medical Supplies Authority,
13 Commercial Street Industrial Area,
P.O. Box 47715-0010,
NAIROBI Attn. Director HR & Administration**

'The Kenya Medical Supplies Authority is an Equal Opportunity Employer'.