

INSTITUTE OF PUBLIC FINANCE

Strengthening Procurement Governance Programme (SPG)

VACANCY ANNOUNCEMENT

Recruitment of Electronic Government Procurement (eGP) Trainers of Trainers (ToTs)

Position	Electronic Government Procurement (eGP) Trainer of Trainers (ToT)
Programme	The Strengthening Procurement Governance Programme (SPG)
Institution	Institute of Public Finance (IPF)
Engagement	Establishment of a national pool of qualified eGP Trainers of Trainers for deployment across IPF capacity-building, public education, and reform-learning activities, on an as-needed basis
Application Deadline	27th May 2026

1. Programme Context

The Institute of Public Finance (IPF) is a public finance policy, research and capacity-building institution committed to strengthening public financial management, fiscal accountability, transparency, citizen engagement and evidence-based public sector reform in Kenya and across the African continent.

IPF is implementing the **Strengthening Procurement Governance Programme (SPG)** that seeks to improve the quality of life of Kenyan citizens by ensuring that public money committed through government procurement, the country's largest economic transaction system, translates into the goods, services, and infrastructure on which citizens' welfare and rights depend. The Programme is anchored on the principles of public finance under Article 201 of the Constitution; openness and accountability, prudent and responsible use of public money, and clear financial reporting, and on the constitutional procurement standard under Article 227, which requires public contracting to be fair, equitable, transparent, competitive, and cost-effective.

2. Purpose of the eGP ToT Pool

This recruitment is to establish a national pool of qualified eGP Trainers of Trainers to serve as the delivery cadre for the Programme's eGP capacity work. The ToTs will be deployed by IPF to deliver structured training, sensitization, public education, and reform-learning activities.

3. Key Responsibilities

Successful ToTs may be engaged to:

- facilitate training and sensitisation sessions on eGP, procurement digitisation and the broader procurement governance framework within which eGP operates;
- deliver practical demonstrations on eGP concepts, workflows and user journeys across the three target audiences;
- support citizen engagement and public education activities that strengthen demand-side accountability in procurement;
- support supply chain management officer capacity strengthening within national and county institutions;
- support supplier readiness activities, with deliberate outreach to AGPO-eligible enterprises and other under-represented suppliers;
- contribute to policy dialogue, reform learning and stakeholder engagement convened by IPF and its partners;
- prepare training reports, participant feedback summaries and reform-learning documentation; and
- contribute to IPF knowledge products, learning notes and capacity-building materials.

4. Minimum Qualifications

A. Academic Qualifications

Applicants must possess a Bachelor's degree from a recognised institution in any of the following or related fields:

- Procurement and Supply Chain Management;
- Commerce, Business Administration, Finance or Economics;
- Public Administration or Public Policy;
- Information and Communications Technology or Information Systems;
- Logistics; or
- any other relevant discipline.

B. Professional Qualifications (Mandatory)

- Be a registered member of the Kenya Institute of Supplies Management (KISM); and
- Provide documentary evidence of valid KISM membership.

C. Experience (Mandatory)

At least five (5) years' relevant professional experience in one or more of the following areas:

- public procurement;
- supply chain management;
- public financial management;
- logistics or ICT systems;

- training and capacity building;
- public sector reform programmes; or
- related operational, advisory or oversight environments.

D. Added Advantage

- Experience with the implementation or use of electronic procurement systems or digital procurement platforms;
- Experience working with Government institutions, donor-funded programmes, reform initiatives or public accountability programmes;
- Experience in stakeholder engagement, civic education or facilitation of adult learning programmes;
- Experience working with AGPO-eligible enterprises, women- or youth-led businesses, or other under-represented supplier categories;
- Valid KISM Practising License; and
- Professional certifications in procurement, supply chain, project management, ICT, public financial management, monitoring and evaluation, or related disciplines.

5. Required Competencies

- Strong communication and facilitation skills;
- Ability to engage diverse audiences across public sector, supplier and citizen-facing settings;
- Strong interpersonal and presentation skills;
- Good analytical and report-writing skills;
- Ability to work in multidisciplinary teams;
- High ethical and professional standards;
- Good understanding of public finance, procurement accountability and reform implementation issues; and
- Willingness to travel within Kenya, where required.

6. Training and Certification

Successful applicants will undergo a structured training and assessment programme developed by IPF in collaboration with its partners. The training will cover the eGP system, procurement digitisation, the constitutional and legal foundations of public procurement, citizen-facing engagement, supplier readiness, adult learning methodology, and reform learning. Certification or recognition as an eGP Trainer of Trainers under the Programme shall be subject to successful completion of the prescribed training and assessment requirements.

7. Nature of Engagement

This recruitment establishes a national pool of qualified eGP Trainers of Trainers to support the Programme's capacity-building activities on an as-needed basis. Participation in the ToT pool does not in itself guarantee employment, continuous engagement, or remuneration outside of assignments to which a ToT is specifically deployed.

8. Application Requirements

A formal application letter, a detailed Curriculum Vitae (CV), and evidence of current KISM membership.

9. Submission of Applications

Interested and qualified candidates should submit their application letter to recruitment@ipfglobal.or.ke