

Procurement and Supply Officer

Salary : Rs 22575 x 625 - 23200 x 775 - 32500 x 925 - 37125 x 1225 - 38350

Qualifications :

A. Diploma in Procurement and Supply Management from a recognized institution

or

Alternative equivalent qualifications acceptable to the Beach Authority.

B. At least 2 years' experience in procurement and supply duties;

Note:

Candidates should: -

- i. possess interpersonal, communication and organising skills'
- ii. be computer literate and conversant with relevant computer softwares and legislations relating to procurement & supply.
- iii. possess good analytical and problem-solving skills;
- iv. able to work under pressure;

Candidates should produce written evidence of knowledge/ experience claimed.

Duties

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1. To be responsible to the General Manager for the technical aspects of his duties.
2. To organize and manage the procurement and supply activities of the Authority.
3. To be responsible for procurement and supply, storekeeping and stock control duties.

4. To prepare reports on procurement activities and maintain contract agreements.
5. To carry out test checks and report on discrepancy.
6. To keep and update store records.
7. To assist the Accounting Technician/Accounts Officer in the appraisal and review exercise related to procurement, supply and warehouse operations.
8. To receive materials into stores and ensure that they comply with requisition orders and are in good conditions.
9. To guide and supervise subordinate staff.
10. To be responsible for the monitoring and issue of all store items.
11. To maintain the store ledger up-to-date and ensure that physical quantities tally with quantities indicated in ledger.
12. To use ICT in the performance of his duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Procurement and Supply Officer in the roles ascribed to him.