



BEACH AUTHORITY

Post: Assistant Purchasing and Supply Officer

Salary: Rs 17375x325-17700x375-19575x475-21950x625-23200x775-32500(PRB 2016)

- Qualifications:**
1. By selection from among officers in the grades of Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Officer reckoning at least 4 years' service in a substantive capacity in the grade in the Public Sector and Processing-
 - A. A Cambridge School Certificate with credit in at least five subjects including English language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
 - B. Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
 - C. an equivalent qualification acceptable to the Board.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principle Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

2. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advance Level" or an equivalent qualification acceptable to the Board.
3. A knowledge of Purchasing and Supply Management including basic principles in purchasing, supply and warehouse operations and any other relevant Financial and Supplies Laws/Regulations and their ability to apply them and their potential and ability for purchasing, supply and warehouse operations.

Candidates should produce written evidence of experience claimed.

Duties:

1. To perform purchasing, storekeeping and stock control duties in accordance with the provisions laid down in the Financial Management Manual and/or other relevant Financial and Supplies Laws and Regulations established by the Authority.
2. To assist in any assignment related to purchasing, supply and warehouse operations.
3. To make use of Information Technology in the performance of his duties, whether required.
4. To perform such cognate duties as may be assigned.