



BEACH AUTHORITY

VACANCY FOR THE POST OF ASSISTANT PROCUREMENT AND SUPPLY OFFICER

Applications are invited from suitably qualified candidates who wish to be considered for appointment as **Assistant Procurement and Supply Officer** at the Beach Authority.

Salary: 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 (PRB 2026)

However, for the year 2026, the incumbent will draw the corresponding discounted salary as specified at Row 3 of the Consolidated Master Conversion Table of the PRB Report 2026.

Age limit: Candidates, unless already in the public service, should not have reached their 45th birthday by the closing date for submission of Applications.

- Qualifications:**
- A. By selection from among officers in the grades of Clerical Officer/Higher Clerical Officer (Personal) and Clerk/Word Processing Operator on the permanent and pensionable establishment of the Beach Authority who –
 - (i) possess a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board of Beach Authority; and
 - (ii) reckon at least four years’ service in a substantive capacity in their respective grade.

NOTE

In the absence of suitably qualified officers on the permanent and pensionable establishment of the Beach Authority, by selection from among officers in the Public Sector in the grades of, Clerical Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator who possess qualification at A (i) above and reckon at least four years’ service in a substantive capacity in their respective grade.

B. Candidates should –

- (i) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply in the Public Sector;
- (ii) possess effective analytical and problem-solving skills; and
- (iii) possess effective interpersonal and communication skills.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To perform procurement and supply, warehouse and stock receipt and control operations and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other relevant regulations in force, as appropriate.
2. To ensure the smooth running of the store.
3. To assist in any assignment related to procurement and supply, warehouse and stock control operations.
4. To operate e-procurement and inventory management systems.
5. To assist the Procurement and Supply Cadre in charge of the day-to-day conduct of procurement and supply, warehouse stock receipt and control operations.
6. To prepare and submit reports on stores issues, as and when required.
7. To prepare bid documents.
8. To use ICT in the performance of his duties
9. 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 Assistant Procurement and Supply Officer in the roles ascribed to him.

Note

Assistant Procurement and Supply Officers may be required to take charge of small units of the Beach Authority and in such cases, they will be responsible for the proper running of the unit and for the day-to-day conduct of procurement and supply, warehouse and stock control operations.

25 September 2026