

JOB TITLE: PROCUREMENT OFFICER**JOB ID:** T0941**Old JOB Number:** 0**REPORTS TO:** SENIOR PROCUREMENT OFFICER**Date revised:** 2016-11-04**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To procure adequate and appropriate materials, property, services, and equipment as requested by the Agency in keeping with the Procurement Act and Regulations.**KEY OUTPUTS:**

- Harmonious employees relations.
- Adequate quotation and stocks.
- Allocate finances to purchase equipment, services, property and material.
- Secured equipment, services, and other materials for future use.
- Prepare inventory for equipment, property, services and materials.
- Collect and return funds to relevant departments.

RANGE OF ACTIVITIES:

- To work in collaboration with all units in relation to the procurement of equipment, services, property and other materials to ensure there are adequate supplies of needed materials.
- To request finance to purchase equipment, services, property and materials for use by the Ministeries, Departments and Regions.
- To procure equipment, services, property and materials needed by Ministeries, Departments and Regions to conduct day-to-day operations.
- To store all equipment and other materials safely for future use.
- To prepare inventory of equipment, property, services and materials stored to facilitate stock checks and verification when necessary.
- To return and collect all refunds to the relevant Department to ensure accountability.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Diploma in Public Management, Public Administration, Business Administration/Management, Finance, Economics or other Technical qualification (e.g. Engineering, Pharmacy, Bio-Medical Technology, based on the need of the recruiting Agency) from a recognised institution PLUS three (3) years experience in procurement or related field.

OR

Certificate in Public Management, Public Administration, Business Administration/Management, Finance, Economics or other Technical qualification (e.g. Engineering, Pharmacy, Bio-Medical Technology, based on the need of the recruiting Agency) from a recognised institution PLUS four (4) years experience in procurement or related field.

OR

Five (5) subjects CXC/GCE including English Language and Mathematics PLUS five (5) years experience in accounting or stores.

Must be computer literate.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The job holder has to make decisions constantly as to the type of equipment, property, services and materials to be procured for the particular uses but seeks the appropriate guidance in relation to the description of the item.

The incumbent should be able to advise the Heads of the Department on any problem in receipt of stocks not received or price changes or availability of stock. Poor performance would result in stocks not being on hand to be issued to the various Departments and Units and result in poor quality/quantity control.

RESOURCE MANAGEMENT:

- The job holder reports when requested to do so. He/she while not being a budget holder is responsible for equipment, property, services and materials.

COMMUNICATIONS: The job holder communicates with his superiors and with personnel in other Departments.

WORKING CONDITIONS: The job holder is not office bound. He/she required to be out in the fields to acquire finance, equipment and other material required by the unit. Being in the fields for about twenty five percent (25%) of time. The job holder is exposed to minimal risk.

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