

POST OF PROCUREMENT OFFICER

Job Title	:	Procurement Officer
Salary Scale	:	Rs 38400 – 1200 – 42000 x 1500 – 51000 x 2000 – 69000 x 2500 – 71500
Reporting to	:	Corporate Manager/Chief Executive Officer
Job Objective	:	To be responsible for the day-to-day management of the Procurement Section and to report on all matters pertaining to procurement and supply.
Academic Qualifications and Experience Requirements	:	<ul style="list-style-type: none">• Degree in Procurement and Supply Management or Supply Chain Management or an equivalent qualification acceptable to the Board.• At least five years' post qualification experience in procurement and supply or supply chain management.
Knowledge, Aptitude and Competencies	:	<ul style="list-style-type: none">• Sound knowledge of procurement and supply policies and practices and be fully conversant with policies, rules and regulations relating to procurement and supply practices.• Ability to handle complex procurement and supply matters.• Strong leadership, managerial and problem-solving skills.• Ability to work under pressure, within tight schedules.• IT proficient in Office tools.
Main Duties		<ol style="list-style-type: none">1. To manage the Procurement Section and to report on all matters pertaining to procurement and supply.2. To prepare a Procurement Manual and review same periodically, bring any amendment in future with the approval of the Board.3. To organise and supervise procurement and supply operations.4. To supervise the procurement systems of the COIREC and ensure timely submission of quotations, bid documents and any relevant documents in relation to procurement and supply.5. To advise the Chief Executive Officer on matters related to procurement and supply management with due regard to economy, efficiency and effectiveness and in compliance with relevant provisions.

	<ol style="list-style-type: none">6. To flag non-compliance and misinterpretation of existing rules and regulations to the Chief Executive Officer.7. To organise and provide training to supporting staff and other employees in procurement, supply and stock control duties.8. To establish proper systems of control and ensure that adequate security and proper records are maintained.9. To prepare bidding documents.10. To implement an e-procurement system.11. To manage the inventory and store of the COIREC and exercise proper stock control for accountability purposes and timely provision of goods and services to the different stakeholders.12. To carry out and/or to assist the Chief Executive Officer in the appraisal and review of organisational set-up, systems and procedures related to procurement and supply operations of the COIREC.13. To devise and implement procedures for the launching of bids for specific projects as per regulations.14. Conduct market research to identify potential suppliers, negotiate contracts, and evaluate supplier performance.15. Benchmark items' availability on market and best price.16. To use ICT in the performance of his/her duties.17. To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to the latter.
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