



SCHEME OF SERVICE

Post: Assistant Procurement and Supply Officer

Salary: Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 (TA 9)

Qualifications:

A. By selection from among officers in the grade of Clerk/Word Processing Operator on the permanent and pensionable establishment of the Tourism 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 the Tourism Authority; and
- (ii) reckon at least four years’ service in a substantive capacity in the grade.

NOTE

In the absence of qualified serving officers on the permanent and pensionable establishment of the Tourism Authority, by selection from among officers in the Public Sector 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 “Advance Level” or an equivalent qualification acceptable to the Board of the Tourism Authority; and
- (ii) reckon at least four years’ service in a substantive capacity.

B. Candidates should also –

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

Candidates should produce written evidence of knowledge claimed.



Duties

1. To perform procurement and supply, warehouse and stock 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 regulations in force, as appropriate.
2. To assist in the organisation and management of the procurement and supply activities of the Tourism Authority.
3. To perform procurement and supply duties in accordance with the Public Procurement Act, and its subsequent amended regulations.
4. To operate E-Procurement and the computerised procurement and inventory systems.
5. To be responsible for the storekeeping and stock control duties in accordance with the provisions laid down in approved rules and procedures.
6. To keep and update stores records.
7. To prepare tender documents.
8. To receive materials into stores and ensure that they comply with requisition orders and are in good condition.
9. To submit return of all unserviceable stores, dormant stores and return to stores.
10. To assist in any assignment related to procurement, supply and warehouse operations.
11. To use ICT in the performance of his duties.
12. 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

The Assistant Procurement and Supply Officer will be required to work outside normal working hours including Saturdays and Sundays and Public Holidays.

Approved by Board on 04 July 2023

