



## SCHEME OF SERVICE

- Post:** Procurement and Supply Officer
- Salary:** Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950  
- 42200 x 1300 – 43500 (TA 12)
- Qualifications:**
- A. By promotion, on the basis of merit and experience, of officers in the grade of Assistant Procurement and Supply Officer on the permanent and pensionable establishment of the Tourism Authority who –
- (i) reckon at least four years' service in a substantive capacity in the grade; and
  - (ii) possess a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution

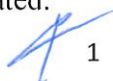
### NOTE

In the absence of qualified serving officers at the Tourism Authority, by selection from among candidates who possess a Cambridge Higher School Certificate together with a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution and reckoning at least four years' experience in Procurement and Supply.

- B. Candidates should-
- (i) be conversant with relevant legislations and computer applications relating to public procurement and supply;
  - (ii) possess good organising skills;
  - (iii) have good interpersonal and communication skills;
  - (iv) to be able to meet tight deadlines; and
  - (v) be computer literate;

Candidates should produce written proven evidence of experience/knowledge claimed.

- Duties**
1. To be responsible to the Director for the smooth functioning of the Procurement and Supply section.
  2. To organise and manage the procurement and supply activities of the Tourism Authority.
  3. To perform procurement, supply, storekeeping and stock control duties in accordance with existing provisions and ensuring all records are updated.

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4. To keep up-to-date with all directives issued by the Public Procurement Office and new legislations relating to public procurement.
5. To be responsible for all reports to be submitted to the Public Procurement Office and other Government agencies relating to public procurement.
6. To advise the Director on matters related to procurement and supply management.
7. To report non-compliance and misinterpretation of existing rules and regulations to the Director.
8. To assist in appraisal and review exercises related to procurement and supply operations.
9. To prepare reports on procurement activities, as and when required.
10. To maintain the stores in a tidy manner.
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 Procurement and Supply Officer in the roles ascribed to him.

**Note**

The 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**

