

Job specification and description – Procurement Officer I

JOB TITLE:	Procurement Officer I
2. DEPARTMENT:	Finance Department
3. LOCATION:	Track MB, Block B, National Exhibition Center, Sophia
4. CLASSIFICATION:	Administrative
5. SALARY SCALE:	BS 09
6. EMPLOYMENT TYPE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS (internal and external)	All HODs, Technical/Service Personnel
8. REPORTS TO	Head, Finance
9. JD APPROVED	Executive Director

10. JOB PURPOSE SUMMARY

Under the supervision of the Head of Finance, the Procurement Officer I is responsible for the timely procurement of all materials, supply, services and works contracts for the organisation. The Procurement Officer I communicates with other agencies, vendors, management, contractors, to create various types of solicitations, including Request for Proposals (RFP) and Request for Bids (RFB), and to establish and maintain effective working relationships. Serves as the central purchasing administration for the various departments throughout the authority.

11. FINAL OUTPUT

- Tender and contract documents prepared and processed on time.
- RFQs and Purchase Orders prepared accurately.
- Procurement activities conducted in compliance with procedures.
- Suppliers, consultants, and contractors evaluated and selected.
- Tender Board submissions prepared and followed up.
- Contract schedules and procurement database maintained and updated.
- Payment vouchers prepared and payments processed promptly.
- Procurement records, receipts, and GRNs properly maintained.

- Procurement transactions completed efficiently and accurately.
- Other related duties performed as assigned.

12. KEY PERFORMANCE INDICATORS

- Number of accurate Memorandums/Letters developed within stipulated time.
- Number of Payments prepared within stipulated time.
- Number of DHL Shipping (Calibration) services handled.
- Maintenance of accurate database of Procurement activities.
- Number of Bid Documents developed.
- Good customer service relations with suppliers.

13. JOB DUTIES AND RESPONSIBILITIES

- Prepares tender and contract documents for all transactions required.
- Request for Quotation and prepare Purchase Order.
- Participants in the selection of supplies based on criteria.
- Assists in pre-qualifying consultants and contractors.
- Prepares request to Tender Board for contracts award and follow up on such requests.
- Maintains a schedule of contractual details of all contracts.
- Carries out all contract procurement activities.
- Prepare payment vouchers and ensures prompt processing of payments.
- Update procurement database and ensure goods received notes and receipts are attached to complete transactions.
- Perform other related duties designated by Head of Department.

14. MINIMUM REQUIREMENTS

At least a Diploma in Supply Chain Management, Public or Business Management or Accountancy from a recognized institution with at least three (03) years' experience in a similar position and knowledge of the acquisition of equipment, supplies, commodities, or services. Must be proficient in the Microsoft Office suite.

15. SPECIFIC SKILLS & KNOWLEDGE REQUIRED

- Excellent computer skills, especially typing, inclusive of Proficiency in MS Office
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational and planning skills.
- Excellent written and verbal communication skills.

12. VALUES AND ATTRIBUTES

- Provides a positive image of GNBS.
- Supportive and team oriented.
- Integrity and honesty.
- Ability to exercise diplomacy and maintain composure in difficult situations.
- Demonstrates ethical and professional conduct.
- High levels of accountability and confidentiality.

12. SPECIAL CONDITIONS OF THE JOB

- May be required to work during the lunch interval and on weekends to support the office if required.
- Must be prepared to travel outside of Georgetown to other branches of GNBS.
- Numerous high priority and business critical deadlines.
- Full-time position Monday to Thursday with hours of work 08:00h to 16:30h and Friday 08:00h – 15:30h.
- Required to work beyond normal working hours/days to meet deadlines and deliverables.
- Occasional local and overseas travel may be required.
- The post is transferable.