



Job Description

PROCUREMENT SUPPORT OFFICER

JOB SUMMARY

The incumbent is required to provide support in the execution of procurement, retention and disposal functions in accordance with the Public Procurement and Disposal of Public Property Act and established procurement procedures. Duties involve supporting the implementation of the Ministry/Department's Annual Procurement and Disposal of Public Property Plan; assisting in the preparation of tender documents; reviewing bid submissions for compliance with procurement legislations; supporting the evaluation process for the award of contracts; and liaising with internal and external stakeholders to facilitate transparent and accountable procurement practices. The incumbent is also responsible for providing assistance in maintaining the Ministry/Department's document management system.

DUTIES AND RESPONSIBILITIES

- Provides support in the implementation of the Annual Procurement and Disposal of Public Property Plan of the Ministry/Department, inclusive of the gathering and analysis of procurement data, ensuring alignment with the Ministry/Department's financial budget and its timely publication on the internal website.
- Assists in drafting tender documents such as invitations for tenders and Request for Proposals, in providing guidance and advice on tendering procedures and in the opening of tenders.
- Receives and reviews bid submissions to verify consistency with tender invitations, Requests for Proposals and compliance with relevant legislations.
- Provides assistance in reviewing evaluation reports and in the preparation of notes with recommendations for the award of contracts, for submission to the Procurement and Disposal Advisory Committee and approval of the accounting officer, arranges for the issuance of confirmation of the availability of funds, prepares an issues letters of award or rejection to contactors and memoranda to relevant Divisions/Units with the Ministry.
- Provides assistance in the review of request for Disposal of Public Property form Divisions/Units within the Ministry/Department, in preparing notes to the Procurement and Advisory Committee for review and approval of the accounting officer, submits file with notes for the recommendation of the Disposal Committee and issues letters/memoranda of approval to the entity.
- Provides assistance in generating lists of pre-qualified and registered suppliers of goods and services and contractors for the Ministry/Department in the Procurement Depository and the Ministry/Department's internal Registry, ensuring compliance with the necessary qualifications, standards and regulatory requirements, maintains and updates same.
- Provides support in the submission of relevant documents to the Legal Department of the Ministry/Department for the preparation of draft contract Agreement and in reviewing and providing comments on same.
- Provides support in the assessment of subject matter experts and other members of the Evaluation Committee and the Procurement Disposal Advisory Committee to ensure suitability and integrity and ability to adhere to ethical standards in procurement and disposal proceedings
- Assists in maintaining a document management system to ensure efficient record-keeping and retrieval of procurement, retention disposal and contract management activities and documents all

stages of the procurement and disposal cycles.

- Provides assistance in the preparation of quarterly reports for review and submission to the Office of Procurement Regulation.
- Assists in compiling monthly reports to monitor and evaluate effectiveness and efficiency in the application of measurement of tools in the implementation of procurement, retention and disposal functions.
- Provides assistance in the preparation of notices/ memoranda to relevant employees in respect of decisions taken by the office of Procurement Regulation to ensure the effective implementation of the procedural procurement guidelines
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience in the area of procurement, retention and disposal of public property and training as evidenced by the possession of a Diploma in Business Management, Public Sector Management or a related field supplemented by a Level 4 Diploma in Procurement and Supply or equivalent certification from an accredited institution or any equivalent combination of experience and training.
- Results oriented and self-motivated
- In possession of strong analytical and problem-solving skills
- In possession of excellent interpersonal and communication skills, both oral and written
- Critical thinking