

JOB TITLE: PROCUREMENT ASSISTANT

JOB ID: T1501

Old JOB Number: 0

REPORTS TO: PROCUREMENT OFFICER/SENIOR PROCUREMENT OFFICER

Date revised: 2016-10-17

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To ensure there are up-to-date records on procurement activities.

KEY OUTPUTS:

- Accurate and up-to-date procurement records.
- Up-to-date inventories and databases.

RANGE OF ACTIVITIES:

- To maintain an up-to-date and effective record keeping system of procurement activities.
- To maintain effective stock levels and inventory cards.
- To ensure the development and maintenance of an organised and efficient database, in collaboration with senior officers.
- To assist with the storage of all equipment and other materials safely for future use.
- To assist in the preparation of an inventory of equipment, property, services and materials stored to facilitate stock checks and verification when necessary.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Four subjects CXC/GCE including English, Mathematics and Accounts PLUS two (2) years experience in public procurement or stores. Computer proficiency is a must.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent should be able to advise the Heads of the Department on any problem in receipt of stocks not received or price changes or availability of stock. Poor performance would result in stocks not being on hand to be issued to the officers of the Works Services Group this could result in poor quality/quantity control.

RESOURCE MANAGEMENT:

- The post holder is responsible for all cash and goods prior to being handed over to the stores.

COMMUNICATIONS: The job holder communicates with his superiors and with personnel in other Departments.

WORKING CONDITIONS: Normal working conditions

PREPARED BY: SENIOR PERSONNEL OFFICER

CHECKED BY: PRINCIPAL PERSONNEL OFFICER