



POST PROFILE

POSITION: ADMINISTRATIVE OFFICER GRADE 12 (PROCUREMENT MANAGEMENT UNIT)

POSITION IN THE ORGANISATION

The Administrative Officer Grade 12 serves under the Division, General Services, Subdivision Auxiliary Services and report to the Senior Administrative Officer. The Administrative Officer Grade 12 has no subordinates under it. The post incumbent has mild contact with Members of Parliament, management and all staff members in the National Council on matters pertaining to procurement services.

Generic Job Description

This job category includes personnel involved at operational level with directive intensive routine tasks with regard to provisioning administration and law administration to ensure the efficient administrative functioning of a ministry as well as the requisitioning, preparing, dispatching, identifying, inspecting, preserving, storing, maintaining and issuing of stock and the taking of stock and other related tasks.

Main duties of the job

- Serves as Secretary to the Bid Evaluation Committee and coordinate the bid evaluation process;
- Prepare Annual procurement plans for the subdivision;
- Prepare individual procurement plans for the procurement of goods/works/consultancy services/non-consultancy services;
- Prepare bidding documents for various goods and services;
- Develop and review specifications in consultation with user departments and liaise with User Departments on procurement matters
- Ensure that procurement documents are correctly referenced with the correct file reference numbers and ensure effective records management;
- Prepare Annual Audit Report
- Capture requisitions, general expenses and purchase orders on IFMS system;
- Clears outstanding commitments at the end of the financial year as per the detail encumbrance report;
- Upload documents on the Electronic Government Portal (E-GP);
- Make follow ups on outstanding invoices from suppliers;

- Serves as a member of the Ministerial Procurement Management Unit (PMU);
- Provide information to the Head of PMU with regard to audit queries on procurement matters.
- Responsible for the management of contracts including MTC Mobile telephones and Telecom landline telephone contracts;
- Assist in the preparation of the Annual Procurement Plan;
- Responsible for investigating quantitative discrepancies between goods/service ordered and goods/service received before receipting the order.
- Responsible for attending to queries from supplier with reference to the non-payment orders for goods or services received
- Dealing with encumbrance report;
- Responsible for the accurate processing receipts purchase order for payment
- Carry out any other reasonable and instruction given to the incumbent by the supervisor or any authorized person.

Personal attributes:	Good communication, analytical, interpersonal relations.
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Knowledge of Appropriate Legislations:

Knowledge of the Public Procurement Act, 2015 and Regulations, State Finance Act, Treasury Instructions, Government Accounting Procedures. He/she must have a good understanding on procurement manual.