

<b>JOB TITLE: Public Procurement Officer</b>	
<b>JOB SUMMARY:</b>	
<p>The incumbent is required to provide support and participate in the implementation of procurement and disposal activities and in the provision of related services in a Ministry/ Department. Work includes interpreting and applying procurement and disposal policies and procedures; conducting research and analysing procurement data to inform policy development; participating in the implementation of the Annual Procurement and Disposal Plan; supervising support staff and providing advice and guidance on procurement and disposal related issues.</p>	
<b>REPORTS TO:</b>	<b>Supervisor – Public Procurement</b>
<b>SUPERVISION GIVEN TO:</b>	
<b>KEY RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. Participates in the implementation of the Annual Procurement and Disposal Plan, programmes and projects to support the overall strategic objectives of the Ministry/Department.</li> <li>2. Participates in the provision of procurement and disposal services in accordance with the relevant legislation, policies, procedures, rules and regulations.</li> <li>3. Supervises the activities of support staff involved in the provision of the procurement and disposal services.</li> <li>4. Issues tender documents and maintains and updates the register of pre-qualified contractors.</li> <li>5. Implements measures to identify and prevent fraudulent practices.</li> <li>6. Updates and maintains the public procurement database of the Ministry/Department which is linked to the centralised database of the Office of Procurement Regulation.</li> <li>7. Conducts quality control checks to ensure that contract deliverables are provided in compliance with contractual arrangements.</li> <li>8. Provides advice and guidance on matters regarding the application of procurement and disposal legislation, policies, procedures, rules and regulations.</li> <li>9. Liaises with the Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal policies, procedures, and legislation.</li> <li>10. Conducts research and analyses data on performance related issues pertaining to procurement and disposal reports findings and makes recommendations for improvement to the Procurement and Disposal Performance Management System.</li> <li>11. Participates in the implementation of the performance management system related to public procurement and disposal.</li> <li>12. Participates in the drafting of preliminary budgetary estimates of expenditure for the Procurement and Disposal Unit.</li> <li>13. Drafts Notes for Cabinet, circulars, memoranda, manuals and other documents related to procurement and disposal matters.</li> <li>14. Performs other related duties.</li> </ol>	

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management.</li> <li>▪ Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.</li> <li>▪ Knowledge of research methods, principles and techniques.</li> <li>▪ Knowledge of supply market operations.</li> <li>▪ Knowledge of relevant computer applications, including e-procurement.</li> <li>▪ Basic knowledge of the principles of fraud detection.</li> </ul>
<b>Skills And Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Ability to use e-procurement software applications. Ability to use the internet for research purposes.</li> <li>▪ Ability to analyse and evaluate data and identify trends in procurement and disposal management.</li> <li>▪ Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property.</li> <li>▪ Ability to supervise support staff engaged in the provision of procurement and disposal services.</li> <li>▪ Ability to make decisions within approved policy frameworks.</li> <li>▪ Ability to communicate effectively both orally and in writing.</li> <li>▪ Ability to prepare reports.</li> <li>▪ Ability to exercise tact and diplomacy in the performance of duties. Ability to and maintain confidentiality and integrity in the performance of duties.</li> <li>▪ Ability to establish and maintain effective working relationships with associates and other stakeholders.</li> </ul>
<b>Minimum Experience And Training:</b>	<ul style="list-style-type: none"> <li>• Experience in the area of procurement and disposal of public property.</li> <li>• Training as evidenced by a recognised degree in Management Studies, Public Sector Management, Finance, Law, Economics or Marketing; supplemented by certification in Procurement and Supply, Procurement Management or Supply Chain Management from an accredited institution; or any equivalent combination of experience and training.</li> </ul>

