

PRIVATE SECONDARY EDUCATION AUTHORITY

PROPOSED SCHEME OF SERVICE

- POST :** **Assistant Procurement and Supply Officer (on a contract basis of one year)**
- FLAT SALARY :** **Rs 17375**
- QUALIFICATIONS :** 1. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings
- or**
- (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained **either** (i) in five subjects including English Language with at least Grade C in any two subjects **or** (ii) in six subjects including English Language with at least Grade C in any one subject
- or**
- (c) An equivalent qualification acceptable to the Board

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

2. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board.

Note:

Qualification at 1 above should have been obtained prior to qualification at 2 above.

3. Candidates should:-

- (a) reckon at least two years' experience in Procurement and Supply Management;
- (b) be conversant with Procurement and Supply Management including basic principles in procurement, supply and warehouse operations and any other relevant Financial and Supplies laws/ regulations;
- (c) have good interpersonal and communication skills;
- (d) have initiative and judgement in problem solving; and
- (e) be computer literate.

DUTIES :

1. To perform procurement, storekeeping and stock control duties in accordance with Regulations in force.
2. To ensure the smooth functioning of the store of the Private Secondary Education Authority.
3. To carry out daily test checks and report any discrepancy arising out of loss, shortage, deterioration, surplus, etc.
4. To keep and update stores records.
5. To verify that physical quantities tally quantities in stores ledger.
6. To prepare bid documents.
7. To receive materials into stores and ensure that they comply with requisition orders and are in good condition.
8. To submit return of all unserviceable stores, dormant stores and return to stores.
9. To assist in any assignment related to procurement, supply and warehouse operations.
10. To keep proper records of all receipts and issues of stores and stationeries.
11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant Procurement and Supply Officer in the roles ascribed to him.