

PRIVATE SECONDARY EDUCATION AUTHORITY**SCHEME OF SERVICE**

POST	:	ASSISTANT PROCUREMENT AND SUPPLY OFFICER
SALARY	:	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450
EFFECTIVE DATE	:	30 September 2024
QUALIFICATIONS	:	By selection from among officers in the grade of Clerical Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator on the permanent and pensionable establishment of the Private Secondary Education Authority reckoning at least four years' service in a substantive capacity in their respective grade and who – (i) possess a Cambridge Higher School Certificate <u>or</u> Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" <u>or</u> an equivalent qualification acceptable to the Board of the Private Secondary Education Authority; (ii) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply at the Private Secondary Education Authority; (iii) possess effective interpersonal and communication skills; (iv) possess effective analytical and problem – solving skills; and (v) have personal integrity and a sense of trustworthiness.

Note1:

In the absence of qualified serving officers on the permanent and pensionable establishment of the Private Secondary Education Authority by selection from among candidates in the public sector who –

- i) reckon at least four years' service in a substantive capacity in their respective grade;
- ii) possess 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 of the Private Secondary Education Authority;
- iii) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply at the Private Secondary Education Authority;
- iv) possess effective interpersonal and communication skills;
- v) possess effective analytical and problem – solving skills; and



vi) have personal integrity and a sense of trustworthiness.

Note2:

Candidates will be required to sit for a written competitive examination conducted by the Private Secondary Education Authority designed to assess –

- (i) their knowledge of Procurement and Supply Management including basic principles in procurement and supply, warehouse and stock control operation and any other relevant financial and procurement and supply laws/ regulations and their ability to apply them; and
- (ii) their potential and aptitude for procurement and supply, warehouse and stock control operations.

Note3:

Assistant Procurement and Supply Officers will be required to follow appropriate courses/ undergo training, as approved and arranged by the Private Secondary Education Authority to make them conversant with relevant computer packages.

**ROLES AND
RESPONSIBILITIES**

: To work under the supervision of the Procurement and Supply Officer.

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.

