

SCHEME OF SERVICE**TITLE:** **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 – (CWA 32 – PRB 2021)**RESPONSIBLE TO:** Manager Procurement and Supply or any other officer designated by him**QUALIFICATIONS** 1. By selection from among serving officers in the grade of Clerical Officer/Higher Clerical Officer who hold a substantive appointment and reckon at least four years' service as from the date they joined service.**NOTE:**

In the absence of qualified serving officers in the grade of Clerical Officer/Higher Clerical Officer recruitment will be made from internal and external candidates who possess the following qualifications:

Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent to the above qualification acceptable to the Board.

2. Candidate will be required to take part in a written competitive examination conducted by the Authority designed to assess:
 - i. their knowledge of Purchasing and Supply Management including basic principles in Purchasing and Supply and warehouse operations and any other relevant Financial and Supplies laws/regulations and their ability to apply them; and
 - ii. their potential and ability for purchasing, supply and warehouse operations.
3. Candidates should be computer literate.

DUTIES:

1. To perform purchasing, store keeping and stock control duties in accordance with the provisions laid down in the Finance Management Manual.
2. To assist in any assignment related to purchasing, supply and warehouse operations.
3. To take charge of a small unit and be responsible for its smooth functioning.
4. To make use of information technology in the performance of his duties, whenever required.

- 5 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 role ascribed to him.

RECOMMENDED BY MEPU ON 25 JUNE 2015- MEPU/IV/7/3 v.3
APPROVED BY CWB ON 27 AUGUST 2015- CWB (15)07/118