

NATIONAL DRAINAGE AND IRRIGATION AUTHORITY



JOB DESCRIPTION

POSITION: PROCUREMENT ASSISTANT

DEPARTMENT: PROCUREMENT DEPARTMENT

REPORTING TO: PROCUREMENT OFFICER

BAND: 3

Job Outline:

Under the direct supervision of the Procurement Officer, the position is responsible for performing confidential administrative clerical duties relating to organizing and coordinating procurement activities.

Main Responsibilities:

- Organizes all procurement activities relating to request for proposals, sealed bids, and price quotes.
- Reviews requisitions for completeness and accuracy; follow up on discrepancies with the initiating department.
- Organizes and maintain computerized records containing vendor and bid information.
- Performs general clerical duties such as maintaining general files, typing, data entry, opening mail etc.
- Ensures the division policies, systems and procedures while adhering to the authority policy and financial regulations;
- Assists with the preparation of tenders, obtaining quotation and processing documents;
- Carries out the duties and responsibilities of the post in compliance with the Authority's policies and guidelines;
- Maintains confidentially and observed data protection where appropriate;

- Carries out any other reasonable duties and responsibilities within the overall function of the department.

Requirements

Five (5) CSEC subject which includes passes of grades 1, 2 or 3 in Mathematic and English.
Must be computer literate in the use of MS Word and Excel

Supervisory Responsibility

This job holder will not be responsible for supervising any personnel.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Fridays from, 8:00 a.m. to 3:30 p.m. respectively.

*Prepared by: Ms. J Blackman
Senior Human Resource Officer*

Dated : 2019-09-26