

NATIONAL DRAINAGE AND IRRIGATION AUTHORITY



JOB DESCRIPTION

POSITION: PROCUREMENT OFFICER

DEPARTMENT: PROCUREMENT DEPARTMENT

REPORTING TO: SENIOR PROCUREMENT OFFICER

BAND: 4

Job Outline:

The holder of the post is responsible for the timely procurement of all materials, supply, services and works contracts for the authority.

Main Responsibilities:

- prepares tender and contract documents for all D&I works;
- participates in the selection of supplies based on criteria;
- assists in pre-qualifying consultants and contractors;
- prepares request to Tender Board for contracts award and follow up on such request;
- maintains a schedule of contractual details of all contracts;
- monitors the application of contract conditions during their execution and revise and update as required;
- assists in establishing standard conditions of contract and supporting documentation for the various types of consultancy, supply and works contracts;
- carries out all contract procurement activities;
- ensures prompt processing of payments for contractors;
- perform other related duties.

Essential Functions:

Communicates with other agencies, vendors, management, contractors, to create various types of solicitations, including Request for Proposals (RFP) and Request for Bids (RFB), and to establish and maintain effective working relationships. Serves as the central purchasing administration for the various departments throughout the authority.

Sound Judgment and Initiative

- A high level of courtesy, listening and communication skills
- Accuracy and attention to detail
- Ability to work well under pressure within timeframes
- Goal focused
- A positive attitude
- Ability to be professional when dealing with internal and external customers
- A mature and methodical manner
- Honesty and integrity
- Ability to work well in a team or independently.

Working relationships:

- Daily contacts with engineering and finance and accounting divisions;
- Outside contacts with consultants, contractors and Tender Board;

Job requirements:

The job holder must have a Bachelor's Degree in Supply Chain management, Public or Business Management, or related field from a recognized institution plus three (3) years of professional-level experience involving the acquisition of equipment, supplies, commodities, or services

Supervisory Responsibility

This job holder will be required to supervise the minimum of one person.

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

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