

## **Post: Manager, Procurement and Supply**

- Qualifications:** A. A degree in Procurement and Supply from a recognized institution or an equivalent qualification acceptable to the Council.
- B. Candidates should:
- (i) reckon at least five years' post-qualification work experience in the public sector;
  - (ii) be familiar with modern trends and techniques in procurement and supply management;
  - (iii) have good interpersonal and communication skills; and
  - (iv) be computer literate.

### **Candidates should produce written evidence of experience/knowledge claimed**

- Duties:**
1. To be responsible to the Director/Officer in Charge for the day to day management and operations of the procurement and supply section of the ITET.
  2. To advise the Director/Officer in Charge of the ITET on all matters related to procurement and supply in compliance with the relevant provisions laid down in the Financial Management Kit and regulations made under the Procurement Act and other regulations in force, as appropriate.
  3. To develop and implement procurement and supply policies, procedures, processes and systems to promote economy, efficiency and effectiveness in the Department and the Institute at large and ensure that they are properly interpreted and constantly applied.
  4. To carry out annual resource requirement planning and procurement plans to ensure that the ITET and the different Centres are adequately supplied at all times.
  5. To be responsible for the development/ implementation and maintenance of a proper database management system, using appropriate IT tools and technology, including proper systems of control, security, records and inventory.
  6. To carry out and/assist the Director/Officer in Charge in the appraisal and review of organisational set-up, systems and procedures related to procurement and supply and warehousing operations and make necessary recommendations.
  7. To assist in formulating proposals relate to procurement procedures for consideration by the Procurement Policy Office.
  8. To ensure and maintain sustainable procurement systems, warehousing and stock control operations.

9. To organise and provide training to supporting staff and other officers of the ITET in procurement, supply and stock control duties.
10. To use ICT in the performance of his duties.
11. 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 Manager, Procurement and Supply in the roles ascribed to him.

**Salary:**(Negotiable based on qualification and proven work experience)

Minimum /Starting point Rs40,300 (within range Rs 40,300—69,800)