

## National Social Inclusion Foundation

### Scheme of service

<b>Post</b>	<b>Procurement and Supply Officer</b>
<b>Salary</b>	Rs 30350 X 850 – 31200 X 980 – 35120 X 1130 – 39640 X 1300 – 44840 X 1500 – 50840 X 1730 – 57760 X 1990 – 65720 X 2290 + 70300
<b>Travelling Allowance</b>	Rs 13,200 monthly
<b>Phone Allowance</b>	Rs 1,100 Monthly
<b>Qualifications/Experience/Skills</b>	Candidates should: <ol style="list-style-type: none"><li>1. Possess a Degree in Procurement and Supply Management or Supply Chain Management or an equivalent qualification acceptable to the Foundation;</li><li>2. Reckon at least five years' experience post qualification in Procurement and Supply or Supply Chain Management</li><li>3. Be well conversant with the Public Procurement Act 2006 and 2021 amendment, its regulations and related legislations;</li><li>4. Be computer literate and conversant with relevant computer softwares;</li><li>5. Have excellent problem-solving and communication skills.;</li><li>6. Have the ability to work independently and collaboratively.</li></ol>
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. To be responsible to the Secretary General for the performance of the following duties;<ol style="list-style-type: none"><li>i. To organize and manage the procurement and supply activities of the Foundation;</li><li>ii. To be responsible for procurement and supply, storekeeping and stock control duties;</li><li>iii. To prepare reports on procurement activities and maintain contract agreements;</li><li>iv. To carry out test checks and report on discrepancy;</li><li>v. To keep and update store records and procurement records of transactions in compliance with procurement regulations;</li><li>vi. To participate in the calculation of the estimated cost of projects and funding aspects;</li><li>vii. To prepare the bidding documents, tender</li></ol></li></ol>

	<p>specifications for projects with adherence to the Procurement Manual;</p> <ul style="list-style-type: none"><li>viii. To be responsible in receiving, opening and registering of bids deposited as per procedures;</li><li>ix. To attend to challenges made by the rejected bidders and forwarding documents to the forwarding documents to the Independent Review Panel if requested;</li><li>x. To manage inventory and store of the Foundation and exercise a proper stock control for accountability purposes and timely provision of goods and services to the different stakeholders;</li><li>xi. To receive materials into stores and ensure that they comply with requisition orders and are in good conditions;</li><li>xii. To be responsible for the monitoring and issue of all store items;</li><li>xiii. To prepare a Procurement Manual and review periodically, bring any amendment in future with the approval of the Council;</li><li>xiv. To schedule meetings with suppliers as &amp; when required;</li></ul> <ul style="list-style-type: none"><li>2. To assist the Finance Department in the appraisal and review exercise related to procurement and supply operations;</li><li>3. To use ICT in the performance of his duties;</li><li>4. To perform such other cognate duties as may be assigned by the Secretary General.</li></ul> <p><b>Note:</b> The Procurement and Supply Officer may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>
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