

National Social Inclusion Foundation

Scheme of service

Post	Procurement and Supply Officer (New Grade)
Salary	Rs 50200 x 1600 – 61400 x 1800 – 68600 x 2200 – 75200 x 2300 – 82100 x 2800 – 87700 x 3000 – 99700 (NSIF 8)
Qualifications/Experience/Skills	Candidates should: <ol style="list-style-type: none">1. Possess a Degree in Procurement and Supply Management or Supply Chain Management or an equivalent qualification acceptable to the Foundation;2. Reckon at least five years' experience post qualification in Procurement and Supply or Supply Chain Management;3. Be well conversant with the Public Procurement Act 2006 and 2021 amendment, its regulations and related legislations;4. Be computer literate and conversant with relevant computer softwares;5. Have excellent problem-solving and communication skills;6. Have the ability to work independently and collaboratively.
Duties and Responsibilities	To be responsible to the Secretary General for the performance of the following duties; <ol style="list-style-type: none">1. To organize and manage the procurement and supply activities of the Foundation;2. To be responsible for procurement and supply, storekeeping and stock control duties;3. To prepare reports on procurement activities and maintain contract agreements;4. To carry out test checks and report on discrepancy;5. To keep and update store records and procurement records of transactions in compliance with procurement regulations;6. To participate in the calculation of the estimated cost of projects and funding aspects;7. To prepare the bidding documents, tender specifications for projects with adherence to the Procurement Manual;8. To be responsible in receiving, opening and registering of bids deposited as per procedures;

	<ol style="list-style-type: none">9. To attend to challenges made by the rejected bidders and forwarding documents to the forwarding documents to the Independent Review Panel if requested;10. 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;11. To receive materials into stores and ensure that they comply with requisition orders and are in good conditions;12. To be responsible for the monitoring and issue of all store items;13. To prepare a Procurement Manual and review periodically, bring any amendment in future with the approval of the Council;14. To schedule meetings with suppliers as & when required;15. To assist the Finance Department in the appraisal and review exercise related to procurement and supply operations;16. To use ICT in the performance of his duties;17. 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 employee in the roles ascribed. <p>Note: The Procurement and Supply Officer may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>
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