

## JOB DESCRIPTION

<b>Title</b>	2 x Assistant Procurement Officer
<b>Institute/Department</b>	Procurement Department
<b>Stream</b>	Support Services
<b>Reports to</b>	Chief Procurement Officer
<b>Location/Campus</b>	Kukum Campus

### **Summary**

To work in the Procurement Office of the University, and be responsible for all responsibilities allocated by the Chief Procurement Officer in implementing the Procurement Policy of the University. In this regard, the APO shall implement all procurement, supply chain and stock management activities aimed at getting value for money spent and ensuring compliance with financial and procurement systems, policies and procedures.

### **Roles and responsibilities**

#### **Procurement and Supply Management**

- Ensure the best procurement decisions are taken for the University in terms of value for money, transparency and accountabilities;
- Collaborate with Faculties, Schools, and Departments to facilitate their procurement requests;
- Ensure procurement requests are properly authorized, checked, documented and complied with Financial Regulations and Financial Authorization Procedures;
- Ensure the best procurement decisions are taken for the University in terms of value for money, transparency and accountabilities;
- Assist with the preparing of procurement plan, tendering, and bidding documents, awarding contracts and contract agreement;
- Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached;
- Ensure Purchase order closing procedures are done promptly, including month-end and adjustments; and
- Carry out day-to-day procurement activities of the University;

#### **Problem solving and impact**

- To resolve problems that affect procurement and supply management.
- Ensure timely delivery of procurement requests.
- Contribute to decisions, that have an impact on procurement efficiency.

#### **Resource Management**

- Maintain a consistent presence at the assigned work site and regular work hours.
- Professionally interact with students, staff, and the public.
- Comply with all University policies and procedures.

**Working Environment**

- To balance the competing pressures of knowledge transfer, administrative demands and deadlines.
- To skillfully work cross divisions and functions in the resolution of procurement issues.

**Business planning, reporting and management**

- Provide monthly work plan on strategies.
- Provide a report on month-end Purchase Orders closure.
- Report to CPO any procurement issues

**Minimum Qualification Requirement:**

Must have Bachelor's Degree in Finance/Accounting, Commerce OR Diploma in Procurement and Supply Management or Business Administration.

**Experience****Essential:**

- Minimum of two (2) years experience in procurement and supply management.
- Experience to work under pressure and meeting deadlines.
- Be computer literate in Microsoft, and Excel, and familiar with computer accounting software – Attaché or similar
- Have good communication and interpersonal skills.
- Have good awareness of suppliers of and sources for a range of materials and equipment needed by Universities.

**Desirable for the position:**

- Willingness to work after hours, if requires.
- Experience in collaboration with internal and external stakeholders.
- Previous experience as a Procurement Officer, or similar role.

**Terms and Conditions**

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.