

JOB DESCRIPTION

Title	Procurement Support Officer
Institute/Department	Finance Department
Stream	Support Services
Reports to	Chief Procurement Officer
Location/Campus	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 PSO shall be responsible for all administration tasks of the procurement office, 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

Operational

Under the direction of the Chief Procurement Officer, implement the Procurement Administration of Procurement Office that ensures the office addresses Procurement Policy and stock logistics. In respect, the PSO shall

- Provide customer service to staff, students, and vendors including answering the telephone, greeting and directing visitors, resolving conflict, disseminating information, etc.;
- Explain documents and requirements and answer procedural inquiries;
- Manage the Procurement Register;
- Coordinate movement of Purchasing Documents with staff, VCO, and Finance Department;
- Administer filing system of Procurement Office ensuring their availability for audit;
- Manage the use of Procurement Office petty cash;
- Manage Procurement Office time-sheets;
- Provide administration of Tender Documents to the public;
- Attend and/or schedule meetings and trainings as required;
- Order Office supplies, materials, and repairs as necessary;
- Provide support in carrying out day to day procurement activities of the University.

Administration & General Responsibilities

- All responsibilities which go with the procurement office. The PSO is expected to participate in University-wide activities commensurate with the roles and responsibilities of a professional.

Minimum Qualification Requirement:

Must have a Bachelor's Degree preferably in any area of Business Administration or a Diploma in Procurement and Supply Management or Business Administration.

Knowledge, Skills, and Experience:

- At least some experience in business administration or procurement and supply management or similar roles.
- High level of Customer Service knowledge and experience.
- High organizational skills;
- Excellent interpersonal and commercial skills
- Proficiency in Microsoft Applications.
- Excellent written and verbal communication skills.

Terms and Conditions

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.