



PROCUREMENT OFFICER

JOB PURPOSE:

The successful candidate would be required to source and obtain price quotes for goods, supplies and equipment, and to arrange for the purchasing of same in keeping with the organisation's procurement policy.

The candidate will also be required to monitor contracts held with service providers and advise on the status of these service contracts.

DUTIES AND RESPONSIBILITIES:

1. Facilitates the timely delivery of quality products to the organisation at the lowest possible cost.
2. Participates in the selection of suppliers based on predetermined criteria.
3. Maintains accurate records of purchases and prices.
4. Conducts comparative analyses on supplier prices.
5. Manages the inventories of products and/or services in the organisation.
6. Establishes and maintains supplier database detailing suppliers' qualifications, delivery times, potential development and products.
7. Reviews and evaluates the performance of the suppliers.
8. Carries out all necessary procurement activities.
9. Verifies the receipt of orders.
10. Verifies that orders are within the agreed budget and of desired quality.
11. Submits final invoices to the Finance Department for payment.
12. Performs other duties as may be required from time to time.

MINIMUM QUALIFICATIONS:

- Professional qualification in Management Studies/ Business Management/ Accounts or equivalent.
- Sound knowledge of costing and the procurement process.
- Pursuing formal training in Procurement, Supply Chain Management or related field shall be considered an asset.
- At least 2 years' working experience in procurement, purchasing or related field.
- Must be computer literate with proficiency in the use of the Microsoft Office Suite.
- Any suitable combination of qualifications and experience shall be considered.

Interested parties should send detailed résumés with cover letters to the attention of:

**The Chief Executive Officer
Cunupia Post Office
P.O. Bag 7401
or
applications@embdtt.org**

Deadline for submission of résumés: Friday 21st August, 2015

ONLY SHORTLISTED CANDIDATES SHALL BE CONSIDERED