



Job Title: Procurement Officer

Job Summary

The Procurement Officer is a professional role that supports the development and implementation of procurement and disposal strategies in line with Authority policies and regulations. This role requires a Bachelor's Degree in Public Administration, Business Administration, or a related social science degree, Certification in Supply Chain Management or Procurement (CIPS Level 4), and at least three (3) years of relevant experience. Key skills include proficiency in procurement management practices, strong analytical and decision-making abilities, effective communication, and the ability to maintain confidentiality.

Key Accountabilities:

- Review procurement strategies with the Senior Professional, Procurement to ensure alignment with organizational objectives and approved budgets.
- Assist in developing and maintaining an efficient filing system for procurement, disposal, and contract management records.
- Perform procurement functions including preparing solicitation documents, inviting, receiving, and evaluating submissions, negotiating, awarding, and managing contracts.
- Solicit bids/offers from the supply market as determined by the procurement strategy.
- Support the identification of value for money by reviewing and assessing varying market factors in comparison to the Authority needs.
- Assist in the evaluation of bids/offers according to the method set out in solicitation documents.
- Develop evaluation reports and submit recommendations in alignment with Procurement Policy.
- Conduct research to inform the development of procurement and disposal strategies.
- Manage supplier contract delivery and disposal actions.
- Assist in providing budget estimates to support the annual Procurement Plan.

Submission of Applications: Email a copy of your CV and Cover letter to: jobs@eaastaff.com

Please be advised that submission of resumes close on 25th August 2024.

We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.