

ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

- POST** : Assistant Procurement and Supply Officer
- REPORTING RELATIONSHIP** : Accountant
- SALARY** : Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 per month plus salary compensation at approved rates.
- QUALIFICATIONS & EXPERIENCE** : By selection from the grade of Management Support Officer with at least three years' service in a substantive capacity in the grade.
- OR**
- Equivalent qualifications acceptable to the Board.
- Candidates should –
- (i) be conversant with relevant computer softwares and legislations relating to procurement and supply;
 - (ii) possess good analytical skills; and
 - (iii) be computer literate.
- DUTIES & RESPONSIBILITIES** :
1. To organize and manage the procurement and supply activities of the Rose Belle Sugar Estate Board;
 2. To be responsible for procurement, supply, storekeeping and stock control duties in accordance with approved rules and regulations;
 3. To assist in appraisal and review exercises related to procurement and supply operations;
 4. To prepare reports on procurement activities, as and when required;
 5. To ensure that slow moving stocks or obsolete stocks are identified, listed and reported upon;
 6. To carry out test checks and report any discrepancy arising out of loss, shortage, deterioration, surplus, etc.;

7. To maintain the stores in a tidy manner;
8. To keep and update store records;
9. To receive materials into stores and ensure that they comply with requisition orders and are in good condition;
10. To keep proper records of all receipts and issues of stores and stationery;
11. To use ICT in the performance of his /her duties; and
12. 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 Assistant Procurement and Supply Officer in the roles ascribed to him/her.

Date: 16 May 2022