

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: Procurement Support Officer

JOB SUMMARY:

The Procurement Officer I provides entry-to-intermediate level operational and administrative support within the procurement unit. The role focuses on processing micro-procurements, managing procurement files, facilitating supplier registrations on the OPR Depository, and supporting full compliance with local PPADPPA regulations and audit standards.

REPORTS TO: Procurement Specialist / Procurement Officer II

SUPERVISION GIVEN TO: Support staff

DUTIES AND RESPONSIBILITIES:

- Request and compile quotations for office supplies, routine equipment, and minor services in compliance with micro-procurement thresholds.
- Prepare purchase requisitions, comparative bid statements, and purchase orders.
- Liaise with vendors to confirm delivery schedules and resolve minor order discrepancies.
- Assist suppliers with registration procedures on the OPR Procurement Depository.
- Upload procurement notices, tender documents, and award summaries to the designated public portals.
- Enter purchase order data and contract metrics into internal software systems.
- Create, organize, and maintain systematic filing systems (hard copy and electronic) for all procurement proceedings to ensure audit readiness.
- Assist in preparing materials and documentation for internal, OPR, and audit teams.
- Receive, log, and securely store sealed tender submissions prior to official openings.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:	• Knowledge of the principles, practices, methods and techniques of procurement and disposal. • Knowledge of research methods, principles and techniques. • Knowledge of government policies, procedures, rules and regulations and legislation related to procurement and disposal and finance.
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SKILLS AND ABILITIES:	• Proficiency in the use of Microsoft Office Suite. • Skill in the use of personal computers. • Ability to use e-procurement technology platforms. • Ability to use the internet for research purposes. • Ability to analyse and evaluate data and trends in procurement and disposal and to make recommendations. • Ability to solve problems and make decisions within approved policy frameworks. • Ability to communicate effectively, both orally and in writing. • Ability to prepare comprehensive reports and policy briefs. • Ability to observe and maintain confidentiality in the performance of
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	duties. • Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognised business, industry, professional and local associations and with potential and actual suppliers.
MINIMUM EXPERIENCE AND TRAINING:	
• Bachelor's Degree in Business Administration, Supply Chain Management, or a related discipline. • Enrolment in or completion of CIPS Level 3 or 4 would be an asset. • 1–2 years of operational experience in purchasing, logistics, or procurement administration, preferably within the public sector or a project execution unit. • Strong proficiency in Microsoft Office (Excel, Word). • High attention to detail, strong organizational skills, and familiarity with public procurement concepts.	