



**JOB TITLE:** PROCUREMENT MANAGEMENT TRAINEE  
**REPORTS TO:** PROCUREMENT SUPPORT OFFICER  
**DIRECTORATE:** FINANCE AND ADMINISTRATION  
**DEPARTMENT:** PROCUREMENT AND DISPOSAL UNIT  
**DURATION:** 1YEAR (FIXED TERM)  
**SALARY SCALE:** N7

**Purpose of the Job:**

To ensure that administrative tasks of the procurement and disposal unit are performed efficiently and effectively.

**Key Results Area/Accountabilities**

- Receive and distribute all correspondences to and from procurement and disposal unit;
- Register all the requisitions that are received in procurement and disposal unit;
- Update the procurement action register on a daily basis;
- Upload all procurement and disposal transactions onto the Government Procurement Portal (GPP) for PPDA compliance monitoring purposes.
- Issue solicitation documents to potential bidders in accordance with PPDA Law;
- Receive and register bid submissions from bidders using relevant forms;
- Monitoring of pre-bid meeting dates, bid closing/opening dates, expiry dates of bid validity period, bid securities and performance securities;
- Filling of procurement and disposal records;
- Prepare documents for payment to providers;
- Any other duties as maybe assigned from time to time.

**Qualifications**

- Bachelors' degree in Procurement and Supply Chain Management or Business Administration – Procurement Optional or an equivalent from a recognized University/ professional institution.

**Skills/Competencies**

- Ability to work on own initiative as well as in a team;
- Capacity to establish credibility, and trust and partnership.
- Analytical and problem –solving skills.
- Excellent interpersonal skills;
- Excellent communication and report writing skills.

A person of integrity and honesty

