



## Job Description

JOB TITLE	<b>Procurement Officer</b>
LEVEL/BAND	<b>TC10</b>
DEPARTMENT	<b>Support</b>
DIRECT REPORT (JOB TITLE)	<b>Senior Officer Procurement and Contracts</b>

## Overall Purpose of the Position

To carry out various daily operational duties in connection to the Bank's Procurement and Stores Activities handled by the Support Unit.

## Operational Responsibilities

- To assist in the procurement procedure mainly by preparing purchase orders and following the process to ensure a timely delivery
- To assist in the Central Store and Sub-Stores through the Bank's electronic stock control system
- To conduct periodic stock takes as per the Bank's procedures
- To ensure that the quantity and the quality of goods and services received are in line with the Bank's requirements and standards
- To draft Request For Information, Request For Quotations and Request For Proposals as per Bank's procedures.
- To identify alternative suppliers to cater for all the Support Department requirements
- Participate in the adjudication of bids
- To review the suppliers' performance and maintain a healthy supplier relationship
- To participate in initiatives aimed at improving the procurement and stores management procedures
- To process and follow up settlements relating to Support Department procurement process
- To keep abreast of all legislation and regulation governing the procurement process

## General Responsibilities

- To ensure full compliance with the Bank's policies, guidelines and underlying procedures at all times.
- To prepare, compile and submit any reports and/or participate in any projects, initiatives and other activities as may be directed by the Line Manager / Senior Officer, from time to time.
- To ensure a high quality and standard of work and service at all times.
- To attend any training as required by the Bank from time-to-time.
- To attend any meetings when requested and take the necessary minutes.
- Performs any other duties that may be assigned and / or delegated from time-to-time by the Line Manager / the Senior Officer.
- To work collaboratively with other APS Bank's departments and functions as may be required from time to time.

## Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
<b>MANDATORY</b>	<p>Self-motivated, able to prioritise assignments and can work independently.</p> <p>Effective verbal and written communication skills</p> <p>Highly organised, methodical and meticulous.</p> <p>Be a reliable team player.</p> <p>Be computer literate and conversant in MS Office applications.</p>		Advanced level of Education

<b>DESIRABLE</b>		Having at least a one year experience in a similar role	Ideally reading through a Diploma or its equivalent in a relevant area such as: procurement, logistics finance, business, commerce, or a related field.
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