



LAND SETTLEMENT AGENCY

Unit : Corporate Services Unit

Position : Procurement Specialist

Job Summary

The Procurement Officer is responsible for planning, developing and buying materials, goods, supplies and equipment in a timely and cost effective way; timely manner while maintaining appropriate quality standards and specifications in accordance with the Agency's policy.

Organisational Relationships

- Reports directly to the Chief Executive Officer.
- Required to liaise with the other Units as necessary.

Duties and Responsibilities

1. Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
2. Maintain records of goods ordered and received by the Land Settlement Agency.
3. Prepare and process requisitions and purchase orders for supplies and equipment.
4. Forecast procurement needs.
5. Build and develop relationships with key suppliers and customers.
6. Lead the procurement group/process in all phases.
7. Prepare purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions.
8. Prepare purchase requisitions, approve and issues purchase orders in accordance with the Agency's policy and negotiated terms and conditions.
9. Review, evaluate, and approve specifications for issuing and awarding bids and Tenders. Prepare bid awards requiring Board approval.

Qualifications and Training

- First degree in the Social Sciences such as Business Administration, Project Management or related field from a recognised University OR
- Training as evidenced by the possession of a Chartered Institute of Purchasing and Supply (CIPS) Advanced Diploma in Purchasing and Supply or the Institute for Supply Management (ISM) Certified Professional in Supply Management
- Minimum of four (4) years' experience performing procurement duties