

<b>Job Title – Grade:</b>	<b>Senior Officer (Procurement) – P3</b>
<b>Department– Division–Section:</b>	General Services Department
<b>Reports to:</b>	Supervisor- Procurement
<b>Supervises:</b>	Officer, and other staff
<b>Overall Objectives:</b>	To contribute to the provision of Procurement/Supply Chan support services to the LRA.
<b>Main Responsibilities:</b>	<ol style="list-style-type: none"> <li><b>1. Responsible for supervising the implementation of the strategic goals and policies of the Authority’s Procurement section.</b></li> <li><b>2. Responsible for ordering of necessary goods and services.</b></li> <li><b>3. Responsible for overseeing the resources of the Section.</b></li> </ol>
<b>Main Tasks:</b>	<p><b>R1: Responsible for supervising the implementation of the strategic goals and policies of the section.</b></p> <ol style="list-style-type: none"> <li>1. Participate in the implementation of the goals of the Procurement section business plan as it relates to the section.</li> <li>2. Support the implementation of Procurement strategic activities.</li> <li>3. Support the coordination of Procurement plan and record.</li> <li>4. Participate in conducting the analysis, negotiation and review of bids.</li> </ol> <p><b>R2: Responsible for ordering of necessary goods and services.</b></p> <ol style="list-style-type: none"> <li>1. Ensure that specifications of products, key persons responsible are clarified by verifying purchase orders along with supportive documents and doing necessary purchasing.</li> <li>2. Negotiate with external vendors to secure advantageous terms Coordinating; prepare and examine contracts for hired vendors; analyse bids; track and report key functional metrics to reduce expenses and improve effectiveness.</li> <li>3. Perform other duties as may be required.</li> </ol> <p><b>R3: Responsible for supervising the activities in the Section.</b></p> <ol style="list-style-type: none"> <li>1. Keep an up-to-date inventory of the office equipment, furniture and materials.</li> </ol>

	2. Supervise the general upkeep of the office.			
<b>Competencies:</b>	<b>Title of Competency</b>	<b>Proficiency Level</b>		
		<b>Required</b>	<b>Acquired</b>	<b>Variance</b>
	Customs Legislations & procedures	1		
	Tax Legislations & procedures	1		
	LRA Core Function Knowledge	3		
	PPCA Regulations & Procurement	3		
	ERP	3		
	Supply Chain Management	3		
	Communication (Oral & Written)	3		
	Analytical Thinking	3		
	Work Planning	3		
	Driving Results	3		
IT Fundamentals	3			
Report Writing	3			
<b>Qualifications:</b>	Bachelor's degree in HR, Organizational Development, Business Administration, Accounting or related field.			
<b>Work Environment/ Conditions:</b>	Office work, Intellectual Effort; possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
<b>Approval Date:</b>	April 1, 2017			