

# NOTICE OF VACANCY (INTERNAL)

Applications are invited from suitably qualified candidates at the AMB, to fill the following vacant positions:-

- (1) **Procurement and Supply Officer;** and
- (2) **Assistant Procurement and Supply Officer.**

(1) **Procurement and Supply Officer**

<b><u>Qualifications</u></b>	<p>: A. By promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer on the permanent and pensionable establishment of the Agricultural Marketing Board who –</p> <ol style="list-style-type: none"> <li>(i) reckon at least four years’ service in a substantive capacity in the grade; and</li> <li>(ii) possess a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution <u>or</u> an equivalent qualification acceptable to the Agricultural Marketing Board</li> </ol> <p><b><u>NOTE</u></b> In the absence of qualified serving officers on the permanent and pensionable establishment of the Agricultural Marketing Board, by selection from among candidates who possess a Cambridge Higher School Certificate together with a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution and reckon at least four years’ experience in Procurement and Supply and who are computer literate.</p> <p>B. Candidates should also –</p> <ol style="list-style-type: none"> <li>(i) possess good organising skills; and</li> <li>(ii) possess good interpersonal and communication skills.</li> </ol> <p>Candidates should produce written evidence of experience/knowledge claimed.</p>
<b><u>Salary</u></b>	<p>: The post carries salary in the scale of Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 a month plus compensation at approved rates.</p>
<b><u>Role and Responsibilities:</u></b>	<p>To be in charge of the Procurement Section and responsible for its day-to-day management.</p>
<b><u>Duties:</u></b>	<ol style="list-style-type: none"> <li>1. To be responsible to the General Manager <i>inter-alia</i>, to:-             <ol style="list-style-type: none"> <li>(a) organise and manage all assignments related to procurement and supply and consumables management;</li> <li>(b) devise, advise on and implement appropriate practices for the procurement of goods for resale for the Agricultural Marketing Board;</li> </ol> </li> </ol>

- (c) supervise subordinates and ensure that personnel posted in the Procurement Section are adequately informed of and comply with all the existing rules and regulations of procurement laws and guidelines issued by the Procurement Policy Office in all procurement exercises;
  - (d) advise Management on all spheres of procurement and ensure the use of appropriate bidding documents at all times, including customisation of same;
  - (e) assist in appraisal and review exercises related to procurement and supply operations, including e-procurement exercises and make necessary recommendations;
  - (f) ensure that slow moving stocks or obsolete stocks are identified, listed, reported upon and disposed of in accordance with established protocols;
  - (g) supervise receipt and safekeeping, including stock monitoring of all non-controlled products procured by the Agricultural Marketing Board and ensure prompt record keeping thereof;
  - (h) attend to queries from suppliers as well as from institutions/statutory bodies;
  - (i) ensure availability of an updated list of Agricultural Marketing Board's suppliers at all times;
  - (j) ensure timely completion of procurement activities to maintain appropriate stock level of all non-controlled products;
  - (k) supervise issue of all purchase orders;
  - (l) participate and advise in all meetings pertaining to tender exercises and act as Secretary, as and when required;
  - (m) follow up on timely uploading/removal of bidding documents onto/from the Agricultural Marketing Board's and the Procurement Policy Office's website; and
  - (n) ensure prompt availability of statistical information for preparation of budget.
2. To use ICT in the performance of his duties.
  3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Procurement and Supply Officer in the roles ascribed to him.

**Note**

Procurement and Supply Officers will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

**(2) Assistant Procurement and Supply Officer**

- Qualifications** : A. By selection from among officers in the grade of Clerk/Word Processing Operator on the permanent and pensionable establishment of the Agricultural Marketing Board who –
- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Agricultural Marketing Board; and
  - (ii) reckon at least four years’ service in a substantive capacity in their respective grades.

**NOTE**

In the absence of suitably qualified officers on the permanent and pensionable establishment of the Agricultural Marketing Board, by selection from among officers in the Public Sector who –

- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Agricultural Marketing Board; and
  - (ii) reckon at least four years’ service in a substantive capacity.
- B. Candidates should also –
- (i) have a good knowledge of policies, rules, and regulations relating to the management of procurement and supply at the Agricultural Marketing Board;
  - (ii) possess effective analytical and problem-solving skills; and
  - (iii) possess effective interpersonal and communication skills.

Candidates should produce written evidence of knowledge claimed.

- Salary** : The post carries salary in the scale of Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 a month plus compensation at approved rates.

- Duties:**
1. To perform procurement and supply, storekeeping and stock control duties in accordance with the provisions laid down in the Financial Management Kit and as per prevailing Laws and Regulations.
  2. To assist in any assignment related to procurement and supply and consumables management.
  3. To update stock records.
  4. To liaise with the Head of Finance Section for the preparation of budgets for different Departments.
  5. To keep updated with matters pertaining to the Procurement Law and subsequent Regulations as well as guidelines issued by the Procurement Policy Office.
  6. To upload/remove Agricultural Marketing Board’s bidding documents onto/from the website of the Procurement Policy Office and follow up for uploading/removal of bidding documents onto/from Agricultural Marketing Board’s website, as and when required.

7. To act as Secretary to pre-bid and other related meetings and Agricultural Marketing Board's Departmental Bid Committee as well as to bid opening exercises.
8. To advise on the appropriate standard bidding documents to be used, including drafting and customisation of same to seek quotations.
9. To monitor the level of stock and maintain an appropriate re-order level for all items.
10. To receive items from suppliers and ensure that they comply with requisition orders and are in good condition.
11. To attend to queries from suppliers.
12. To verify that physical quantities of items in stock tally with quantities in the books.
13. To issue purchase orders and follow up on timely delivery as well as payment.
14. To maintain and update a list of suppliers for the Agricultural Marketing Board.
15. To use ICT in the performance of his duties.
16. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant Procurement and Supply Officer in the roles ascribed to him.

**Note**

Assistant Procurement and Supply Officers will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

- Conditions of Service shall be applicable as per the PRB Report 2021.
- The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities, rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and equivalence documents, as appropriate, by the closing date.

**MODE OF APPLICATION**

Applications **must** be made **exclusively** on the prescribed Application Form, which may be collected from the Reception Desk. Application Forms, duly filled together with photocopies of **educational certificates, birth certificate, National Identity Card** and other relevant supporting documents should be addressed to the **General Manager, Agricultural Marketing Board, Leclézio Avenue, Moka**. Envelopes should be clearly marked on the top left-hand corner for the post applied.

- Incomplete or inaccurate filling of the Application Forms will not be considered.
- Failure to submit/attach the requested documents will entail disqualification.
- Application Forms received after the closing date and time will not be accepted.

Closing date: **Friday 13 September 2024 by 16:00 hours at latest.**

*AMB reserves the right:*

1. to convene **only** the best qualified candidates for interview; and
2. not to make any appointment following this advertisement.