

## FINANCIAL INTELLIGENCE UNIT

### JOB DESCRIPTION

<b>Position Title</b>	Procurement and Supply Officer (On Contract)
<b>Period</b>	Initial Period of 12 months
<b>Remuneration Package</b>	<ul style="list-style-type: none"> <li>➤ Rs. 45,000 per month plus compensation at approved rates.</li> <li>➤ Travelling allowance as per PRB Report 2021</li> <li>➤ Passage benefit (5% of annual salary)</li> <li>➤ 2 months' gratuity upon satisfactory completion of 12 months</li> <li>➤ 5 days paid leave during the 12 months' contract.</li> </ul>
<b>Qualifications</b>	<p>A. A Diploma in Purchasing and Supply Management from a recognized institution <u>or</u> an equivalent qualification and experience acceptable to the FIU.</p> <p>B. Candidates should –</p> <ul style="list-style-type: none"> <li>(i) reckon at least 5 years' experience in purchasing and supply duties;</li> <li>(ii) possess good communication and interpersonal skills;</li> <li>(iii) have good analytical and problem-solving skills;</li> <li>(iv) be computer literate;</li> <li>(v) be able to take initiatives; and</li> <li>(vi) be conversant with relevant procurement legislations and procedures.</li> </ul> <p>Candidates should produce written evidence of experience/knowledge claimed.</p>
<b>Role and Responsibilities</b>	To be responsible to the Director in the performance of his duties.
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. To be in charge of the day-to-day conduct of procurement and supply, warehouse and stock control operations.</li> <li>2. To be conversant with Public Procurement Act and other relevant regulations related to procurement.</li> <li>3. To organize and manage the procurement and supply activities of the FIU.</li> <li>4. To be responsible for procurement and supply, storekeeping and stock control.</li> <li>5. To prepare reports on procurement activities and maintain contract agreements.</li> <li>6. To carry out test checks and report on discrepancy.</li> <li>7. To flag non-compliance and misinterpretation of existing rules and regulations to Directorate.</li> <li>8. To keep and update store records.</li> <li>9. To advise Directorate on matters relating to procurement and supply management.</li> <li>10. To assist in formulating proposals to review procurement procedures for consideration by the Head of Division.</li> </ol>

	<ul style="list-style-type: none"> <li>11. To assist the Manager, Financial Operations /Accounts Officer/Accounts Clerk in the appraisal and review exercise related to procurement, supply and warehouse operations.</li> <li>12. To receive materials into stores and ensure that they comply with requisition orders and are in good conditions.</li> <li>13. To be responsible for the monitoring and issue of all store items.</li> <li>14. To maintain the store ledger up-to date and ensure that physical quantities tally with quantities indicated in ledger.</li> <li>15. To use ICT in the performance of his duties.</li> <li>16. To submit mandatory returns in respect of procurement activities to MOFED through Parent Ministry.</li> <li>17. 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.</li> </ul>
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