

SCHEME OF SERVICE

<u>Organization:</u>	Land Drainage Authority
<u>Post:</u>	Assistant Procurement and Supply Officer
<u>Salary:</u>	Rs. 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 (LDA 4)
<u>Qualifications:</u>	<p>By selection from among officers in the grade of Clerk/Word Processing Operator on the establishment of the Land Drainage Authority who reckon at least four years' service in a substantive capacity in the grade and who-</p> <ul style="list-style-type: none">(i) possess a Cambridge Higher School Certificate <u>or</u> 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 Board of the Land Drainage Authority;(ii) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply at the Land Drainage Authority;(iii) possess effective interpersonal and communication skills(iv) possess effective analytical and problem-solving skills; and(v) have personal integrity and a sense of trustworthiness.

NOTE

In the absence of qualified serving officers on the establishment of the Land Drainage Authority, by selection from among officers in the grade of Clerical Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator in the Public Sector who reckon at least four years' service in a substantive capacity in their respective grade and 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 Board of the Land Drainage Authority;

- (ii) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply at the Land Drainage Authority;
- (iii) possess effective interpersonal and communication skills
- (iv) possess effective analytical and problem-solving skills; and
- (v) have personal integrity and a sense of trustworthiness.

Duties:

1. To perform procurement and supply, warehouse and stock control operations and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Procurement Act 2006 and other regulations in force, as appropriate.
2. To assist in any assignment related to procurement and supply, warehouse and stock control operations.
3. To carry out test checks and report any discrepancy arising out of loss, shortage and deterioration of supplies.
4. To operate e-procurement and inventory management systems.
5. To assist the Procurement and Supply Officer/Senior Procurement and Supply Officer in the day- to- day conduct of procurement and supply, warehouse and stock control operations.
6. To use ICT in the performance of his duties.
7. 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.

Certified Correct

Officer-in-Charge