

<u>JOB DESCRIPTION</u> <u>CONTRACTUAL POSITION</u>	
JOB TITLE: PROCUREMENT OFFICER II	
JOB SUMMARY:	
The Procurement Officer II assists the Procurement Specialist in executing operational procurement, contract administration, and tendering activities for the Programme Executing Unit (PEU). This role ensures that all day-to-day sourcing functions strictly comply with the Public Procurement and Disposal of Public Property Act (PPADPPA), 2015, Office of Procurement Regulation (OPR) guidelines, and international audit standard.	
REPORTS TO:	Procurement Specialist
SUPERVISION GIVEN TO:	Procurement Officer I and other support staff
DUTIES AND RESPONSIBILITIES:	
• Draft standard bidding documents, requests for proposals (RFPs), and invitations for pre-qualification in accordance with OPR templates. • Coordinate pre-bid meetings, log supplier queries, and distribute official addenda/clarifications within legal timelines. • Facilitate national competitive bidding (NCB) and limited tendering workflows. • Serve as Secretary to Tender Evaluation Committees, preparing preliminary evaluation summaries and compliance checklists. • Assist in drafting evaluation reports, award notifications, standstill disclosures, and contract agreements. • Monitor vendor performance, contract deliverables, and invoice approvals against agreed milestones. • Maintain and update the OPR Procurement Depository and the contract register. • Compile complete, audit-ready physical and digital procurement files subject to OPR and external audit reviews. • Process micro-procurements, low-value quotes, and routine supply orders.	
SKILLS AND ABILITIES:	• Proficiency in the use of Microsoft Office Suite. • Skill in the use of personal computers. • Ability to use e-procurement technology platforms. • Ability to use the internet for research purposes. • Ability to plan, organize and supervise/lead a group of professional and other support staff engaged developing strategy and implementing significant procurement actions. • Ability to analyse and evaluate data and trends and make informed recommendations. • Ability to solve complex problems and make decisions within approved policy frameworks.

	• Ability to exercise tact and diplomacy in the performance of duties. • Ability to observe and maintain confidentiality in the performance of duties. • Ability to communicate effectively, both orally and in writing. • Ability to prepare comprehensive reports and policy briefs. Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized business, industry, professional and local associations and with potential and actual suppliers.
MINIMUM EXPERIENCE AND TRAINING:	• Bachelor's degree in Supply Chain Management, Procurement, Business Administration, or a related field. • Minimum of 3–4 years of progressive experience in public procurement, adhering to the PPADPPA framework and multilateral donor guidelines • Proficiency in record management, bid analysis, and basic contract drafting. • Considerable experience performing duties in procurement management including at least two (2) years at a supervisory level. • Any equivalent combination of experience and training.