

JOB DESCRIPTION

Job Summary:

The Officer, Procurement supports the Corporation’s day-to-day procurement activities and related administrative processes in accordance with the Procurement Policy and guidelines. The role is responsible for preparing procurement documentation, obtaining quotations, supporting bid receipt and opening procedures, and maintaining accurate and complete procurement records.

Job Responsibilities:

- Prepare request forms and process requisitions received from requesting departments, verifying that all required approvals and supporting documents are attached.
- Collect quotations from suppliers and prepare price comparisons, documenting the process where the required number of quotations cannot be obtained.
- Prepare Purchase Orders in alignment with the Procurement Policy, the approved budget and internal procedures, for review and approval.
- Review requisition orders and verify specifications, quantities and delivery requirements with the requesting department.
- Assist in the issue of Requests for Quotations and in the compilation of tender documentation, ensuring all bidders receive identical information.
- Support the receipt, recording and opening of bids and the preparation of bid opening records, and assist in the compilation of bid evaluation reports and Committee papers.
- Compare prices, specifications, delivery dates and quality to determine the best offer, and support negotiations to secure the most advantageous terms for the Corporation.
- Monitor and evaluate supplier performance against an appropriate agreed service level on a continuous basis.
- Track all goods and services ordered and received in a systematic manner, and follow up with suppliers on outstanding deliveries.
- Coordinate inspection and acceptance of goods with the requesting department and the issuance of Goods or Services Received Notes.
- Maintain procurement records, contract files and supplier database entries in the prescribed filing structure, with documentary evidence.

- Keep track of all contracts entered into with BCC and ensure the execution of assignments complies with procurement rules.
- Assist in the retrieval and compilation of procurement documentation required for internal and external audit.
- Support logistics arrangements and the customs clearance of goods with the assistance of the relevant section.
- Follow and enforce the Corporation's procurement policies and procedures at all times.

Additional Responsibilities:

- Perform other duties as assigned which are in the best interest of the Company