STATE TRADING CORPORATION

SCHEME OF SERVICE

Post : Procurement Manager

Code : STC 37

Salary : **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Qualifications : Appointment to be made by selection from among candidates possessing:

(i) A degree in Supplies and Procurement or Economics or Finance or Accounting; and

(ii) A Master's Degree in Supplies and Procurement or Economics or Finance or Accounting from a recognized institution or an equivalent qualification acceptable to the Corporation.

(iii) Reckoning at least five years' post degree experience in procurement; and

(iv) have excellent leadership, communication and management skills.

Candidates should produce written evidence of all experience claimed.

Responsible : To be responsible to the General Manager for the efficient and effective running of the Procurement Division.

Duties :

(1) To implement the Board policies for procurement;

(2) To advise the General Manager on procurement policies and procedures;

(3) To ensure compliance with Public Procurement Act;

(4) To attend the Procurement Committees;

(5) To ensure proper recording and reporting of Procurements made by the Corporation;

(6) To prepare Board Papers and Reports to Authorities;

(7) To train staff of the Corporation on Procurement Matters;

(8) To ensure proper control and Risk Management of the Division;

(9) To attend to queries of Suppliers;

(10) To use ICT in the performance of his/her duties; and

(11) 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 Manager in the roles ascribed to him/her.