



<b>Job Title</b>	Management Trainee-Procurement.
<b>Directorate</b>	Finance and Administration
<b>Department</b>	Procurement
<b>Reporting to</b>	Procurement Officer
<b>Salary Grade</b>	N7
<b>Job Purpose</b>	
To support the efficient and effective implementation of the PDU administrative tasks.	
<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Receive and distribute all correspondences to and from the procurement and disposal unit;</li> <li>• Receive and register bid submissions from bidders using relevant forms;</li> <li>• Register all the requisitions that are received in the procurement and disposal unit;</li> <li>• Update the procurement action register daily;</li> <li>• Issue solicitation documents to potential bidders in accordance with PPDA Law;</li> <li>• Monitoring of pre-bid meeting dates, bid closing/opening dates, expiry dates of bid validity period, bid securities, and performance securities;</li> <li>• Filling of procurement and disposal records;</li> <li>• Support in reparation of documents for payment to providers;</li> <li>• Any other duties as may be assigned from time to time.</li> </ul>	
<b>Position Requirements</b>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>• Bachelor's degree in Procurement and Supply Chain Management, Procurement and Logistics or Business Administration – Procurement Optional from a recognized University/professional institution.</li> </ul>	
<b>Experience</b>	
A minimum of six months of working experience in a procurement role is a requirement.	

**Technical and Interpersonal Skills**

- Ability to work on own initiative as well as in a team;
- Capacity to establish credibility, and trust and partnership.
- Analytical and problem-solving skills.
- Excellent interpersonal skills;
- Excellent communication and report writing skills.
- A person of integrity and honesty