



**ADMINISTRATIVE OFFICER (GMG/AM 2), PROCUREMENT
Human Resource Management & Administration Division, Headquarters**

Job Purpose

Under the direction of the Director, Public Procurement the incumbent provides administrative support for all procurement activities and ensures the smooth operations administration of the unit.

Specific Knowledge and Skills

- Sound knowledge of Public Sector Procurement procedures and guidelines
- Sound knowledge of administrative processes
- Good knowledge of the Staff Orders and other Instruments that govern Public Sector Bodies
- Well-developed interpersonal and communication skills
- Proficiency in the use of computer applications
- High degree of confidentiality and integrity

Minimum Qualifications/Experience

- Associate Degree/Diploma in Public Administration, Business Administration
- Minimum of two (2) years working experience in the administration environment

Salary Scale: \$986,421.00 - \$1,172,544.00 p.a.