



➤ **Public Procurement Clerk (PIDG/RIM 1) – Headquarters**

**Job Purpose**

Under the general direction of the Director, Public Procurement, the Public Procurement Clerk is responsible for the necessary clerical and administrative support in the issuing of Tenders and the pre/post Bidding process.

**Key Responsibilities Management/Administrative:**

- ✓ Disseminates Tender documents;
- ✓ Represents the Procurement Branch at Tender Closing and Opening Exercises, as Recording Clerk;
- ✓ Seals Tender Boxes at stipulated deadlines;
- ✓ Ensures Tenderers sign Bid Receipt Register;
- ✓ Conducts research on suppliers, prices and other Tender processes and compiles information;
- ✓ Prepares and submits Purchase Orders;
- ✓ Prepares and submits reports of Tender processes and other activities;
- ✓ Maintains record-keeping processes and systems for the Procurement Branch;
- ✓ Performs all other related duties assigned from time to time.

**Required Knowledge, Skills and Competencies Core:**

- ✓ Good oral and written communication skills
- ✓ Good planning and organizing skills
- ✓ Good time management skills
- ✓ Good interpersonal skills
- ✓ Ability to work in a team
- ✓ Strong integrity
- ✓ Confidentiality
- ✓ Ability to work on own initiative Technical:
- ✓ Knowledge of the operations of Government/Ministry's practices and procedures
- ✓ Good report writing skills
- ✓ Proficient in the relevant software applications, eg., Microsoft Excel, PowerPoint  
Minimum

**Required Qualification and Experience**

Graduated from a Secondary Institution with four (4) CXC or GCE O'Level subjects, including English Language and a numeric subject, plus on-the-job training in Records and Information Management.

**Salary Scale: \$1,439,455.00 p.a to \$1,935,907.00 p.a.**