- **Public Procurement Clerk (PIDG/RIM 1) Band 3 – 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: $1,511,428.00 p.a to $2,032,702.00 p.a.