

| POSITION | REQUIRED BASIC & ADDITIONAL QUALIFICATIONS | EXPERIENCE | KEY RESPONSIBILITIES |
|-----------------------|---|---|---|
| PROCUREMENT ASSISTANT | <ul style="list-style-type: none"> Part qualifications in Procurement Management/Business Administration, Management or equivalent qualifications from a recognized institution or 05 years of procurement related professional experience | <ul style="list-style-type: none"> Part qualifications in Procurement Management/Business Administration, Management or equivalent qualifications from a recognized institution with 02 years' experience or 05 years of procurement related professional experience | <ul style="list-style-type: none"> Assist the procurement staff in the implementation of procurement activities by preparing relevant documents Participate in pre-bid meetings, negotiations and award discussions and take and prepare minutes. Assist in the preparation of procurement plans, implementation schedules, procurement supervision plans, the development of procurement monitoring systems, as well as to the preparation of a range of documents and reports. Assist administering the contracts (when required) to ensure timely delivery of the assigned activities. Managing the procurement filing system |