

## SCHEDULE OF DUTIES

<b><u>Organisation:</u></b>	Rajiv Gandhi Science Centre Trust Fund
<b><u>Post:</u></b>	Assistant Procurement and Supply Officer
<b><u>Salary:</u></b>	Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 (RGSC 17)
<b><u>Qualifications:</u></b>	<p>By selection from among officers in the grade of Clerk/Word Processing Operator on the <b>permanent and pensionable establishment</b> of Rajiv Gandhi Science Centre Trust Fund who reckon at least four years' service in a substantive capacity in the grade and who –</p> <ul style="list-style-type: none"><li>(i) possess a Cambridge Higher School Certificate <u>or</u> Passes in at least two subjects obtained on one certificate at General Certificate of Education "Advanced Level" <u>or</u> an equivalent qualification acceptable to the Rajiv Gandhi Science Centre Trust Fund;</li><li>(ii) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply at the Rajiv Gandhi Science Centre Trust Fund;</li><li>(iii) possess effective interpersonal and communication skills;</li><li>(iv) possess effective analytical and problem-solving skills; and</li><li>(v) have personal integrity and a sense of trustworthiness.</li></ul>

### **NOTE 1**

In the absence of qualified officers in the grade of Clerk/Word Processing Operator on the establishment of the Rajiv Gandhi Science Centre Trust Fund, by selection from among officers in the grade of Clerical Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator in the Public Sector who reckon at least four years' service in a substantive capacity in the grade and who –

- (i) possess a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Rajiv Gandhi Science Centre Trust Fund;
- (ii) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply at the Centre;
- (iii) possess effective interpersonal and communication skills;
- (iv) possess effective analytical and problem-solving skills; and
- (v) have personal integrity and a sense of trustworthiness.



## **NOTE 2**

Candidates will be required to sit for a written competitive examination conducted by the Rajiv Gandhi Science Centre Trust Fund designed to assess –

- (i) their knowledge of Procurement and Supply Management including basic principles in procurement and supply, warehouse and stock control operation and any other relevant financial and procurement and supply laws/regulations and their ability to apply them; and
- (ii) their potential and aptitude for procurement and supply, warehouse and stock control operations.

## **NOTE 3**

Assistant Procurement and Supply Officers will be required to follow appropriate courses/undergo training, as approved, and arranged by the Rajiv Gandhi Science Centre Trust Fund to make them conversant with relevant computer packages.

### **Duties:**

1. **To perform procurement and supply, warehouse/stores and stock control operations and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate.**
2. To carry out daily test checks and report any discrepancy arising out of loss, shortage, deterioration, and surplus.
3. To assist in –
  - (i) the verification that physical quantities tally with quantities in Stores Ledger; and
  - (ii) any assignment related to procurement, supply and warehouse/stores and stock control operations within the **Rajiv Gandhi Science Centre Trust Fund.**
4. To ensure that slow moving stocks or obsolete stocks are identified, listed and reported upon.
5. To keep proper records of all receipts and issues of stores and stationery.
6. To receive materials into stores and ensure that they comply with requisition orders and are in good condition.
7. To keep and update stores records.
8. **To operate e-procurement and inventory management systems.**
9. To use ICT in the performance of his duties.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant Procurement and Supply Officer

