MAURI FACILITIES

SCHEME OF SERVICE

Post: **Procurement & Supply Officer**

Salary: Rs 36, 000 x 750 - 39,000 x 1000 – 40,000 x1000 - –50,000 x 1250 - 52,500 (Commensurate with experience)

Qualifications: A Bachelor's Degree in a relevant field or an equivalence acceptable to the Board

Experience: 5 years' experience post qualification in a similar position

Duties:

1. Set up policies and procedures for the procurement section, and ensure that the company is compliant to all existing legislations
2. To perform procurement, warehousing and stock control operations and maintain updated records of transactions in compliance with provisions of applicable legislations
3. Operate e-procurement and inventory management systems
4. Advise the Management on regulations on procurement and supply, with due regard to economy, efficiency, and effectiveness and in compliance with relevant provisions of all applicable legislations
5. Establish proper systems of control and ensure that adequate security and proper records are maintained
6. Flag non-compliance and misinterpretation of existing rules, practices, and legislations to the Management, and propose corrective measures
7. Oversee, or assist in the set-up, organisation, supervision and management of bid evaluations, tenders, RFQs
8. Continuous appraisal and review of setups, systems, procedures related to procurement and supply and warehousing operations across the company, and make recommendations to the Management accordingly
9. Set up and manage an internal control system for the Procurement department
10. Implement cost saving initiatives and process improvements
11. Ensure proper documentation is kept for:
    a. Tenders being launched
    b. RFQs launched
    c. Evaluations
    d. Any other documentation required
12. Set stock control levels- minimum, maximum and re-order levels for all stock items and ensure that these levels are observed to maintain economic stock balances
13. Ensure that goods are issued on proper authority
14. Keep proper records and maintain control over stocks and supplies

15. Ensure that adequate safeguards against the risks of fire, theft, deterioration, and damage exist and that all items are kept in good condition and safe custody
16. The duties mentioned above are not exhaustive and Mauri-Facilities reserves the right to require the incumbent to perform any other related duties but relevant to the operations of Mauri-Facilities

Note to Candidates:

1. Candidates should mandatorily attach copies of their qualifications to their application form, as otherwise the application will **NOT** be considered
2. Candidates should fill in all sections of the application form
3. Applications not made on the prescribed form, applications sent via e-mail, applications sent to any other address other than that listed in the recruitment advertisement or incomplete applications shall **NOT** be considered