



## ST THOMAS NYABULA SECONDARY SCHOOL

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### **DUTIES AND RESPONSIBILITIES OF PROCUREMENT OFFICER.**


He/she is not only the guardian, but the Procurement Officer is responsible for the asset inventory under the supervision of the Headmaster.

- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
- Work with internal stakeholders (teachers or operations staff) to determine procurement needs quality and delivery requirements.
- Responsible for order placement timing, supply/demand alignment, material replenishment and supplier performance.
- Monitor, evaluate and improve supplier performance, according to an appropriate Service.
- Control and monitor expenses against approved budgets.
- Develop sourcing strategies.
- Cost saving budgeting and targeting.
- Set and plan how to achieve supplier accreditation and service level management.
- Payment terms negotiation, optimization and management.
- Maintain contracts with vendors.
- Review inventory and update as required.
- Receive orders from various departments.
- Initiate and keep track of orders.
- Receive, inspect and distribute orders.
- Reconcile or resolve order discrepancies with supplies.
- Monitor delivery times to ensure they are on time.

- Maintain good relationships with suppliers and renegotiate prices on a regular basis.
- Keep daily records.
- Bar code assets and update asset register.
- Annual asset stock takes.
- Accounts to be submitted for payment to vendors on time.
- Make or purchase policy analysis and recommendations.
- Lease or purchase policy evaluation and recommendation.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the headmaster.

Wishing You Best of Luck

Rauce Kisonga



Headmaster