

24 July, 2017.

Chief of Staff to the Governor,
Deputy Chief of Staff to the Deputy Governor,
Secretary to the State Government,
Head of Service,
Chairmen of Commissions/Corporations,
Clerk, Ondo State House of Assembly,
Permanent Secretaries,
Chief Registrar, Ondo State Judiciary,
Accountant-General,
State Auditor-General.
Statistician-General,
Director-General,
General Managers/Heads of Non-Ministerial Departments,

**CREATION OF PROCUREMENT OFFICER AND EXECUTIVE OFFICER
(PROCUREMENT) CADRES**

REQUEST FOR APPLICATION FOR CONVERSION INTO THE CADRES

Consequent upon the ongoing Ondo State Public Sector Governance Reforms and Development Project (ODPSGRDP), the creation of Procurement Officer and Executive Officer (Procurement) Cadres has become imperative to institutionalise the State's procurement procedures in order to engender transparency in the conduct of government business. While the State awaits the passage of the Procurement Bill, necessary arrangements are being made to convert qualified and suitable personnel to the Procurement Officer and Executive Officer (Procurement) Cadres, for the proposed Ondo State Bureau of Public Procurement (BPP).

2. In view of the above, Office of the Head of Service, hereby invites applications from suitable officers of the State Public Service for Conversion/Secondment to the Procurement Officer and/or Executive Officer (Procurement) Cadres as may be applicable. The career progression for both cadres is outlined below:

EXECUTIVE OFFICER (PROCUREMENT) CADRE

POST AND SALARIES

- | | |
|-----|---|
| 1.1 | Assistant Executive Officer (Procurement) |
| 1.2 | Executive Officer (Procurement) |

GRADE LEVEL

- | |
|-------|
| GL.06 |
| GL.07 |

1.3	Higher Executive Officer (Procurement)	GL.08
1.4	Senior Executive Officer (Procurement)	GL.09
1.5	Principal Executive Officer II (Procurement)	GL.10
1.6	Principal Executive Officer I (Procurement)	GL.12
1.7	Assistant Chief Executive Officer (Procurement)	GL.13
1.8	Chief Executive Officer (Procurement)	GL.14

REQUIREMENT:

Suitable applicant for the Executive Officer (Procurement) Cadre should possess National Diploma in Accounting, Marketing, Economics, Business Management, professional discipline or any other relevant discipline.

PROCUREMENT OFFICER CADRE

POST AND SALARIES

GRADE LEVEL

1.1	Procurement Officer II	GL.08
1.2	Procurement Officer I	GL.09
1.3	Senior Procurement Officer	GL.10
1.4	Principal Procurement Officer	GL.12
1.5	Chief Procurement Officer	GL.13
1.6	Assistant Director (Procurement)	GL.14
1.6	Deputy Director (Procurement)	GL.15
1.8	Director (Procurement)	GL.16

REQUIREMENT:

Applicant for the Procurement Officer Cadre must possess a degree in Accounting, Marketing, Business Management, Professional disciplines or any other relevant discipline registerable with relevant professional bodies or councils. Holder of HND with Post Graduate Diploma in relevant discipline is eligible to apply.

3. Applications are to be submitted through Accounting Officer of MDAs after completion of the attached **Form A or B**, with other relevant credentials, to the Acting Permanent Secretary, Office of Establishments and Training, Governor's Office, Alagbaka, Akure not later than **Thursday, 3rd August, 2017.**

4. Thank you.

Akinseloyin A. O.
for. Head of Service