

SCHEME OF SERVICE FOR PROCUREMENT OFFICER CADRE

EXECUTIVE OFFICER (PROCUREMENT) CADRE

1. POSTS AND SALARIES Grade Level

1.1	Assistant Executive Officer (Procurement)	Grade Level 06
1.2	Executive Officer (Procurement)	Grade Level 07
1.3	Higher Executive Officer (Procurement)	Grade Level 08
1.4	Senior Executive Officer (Procurement)	Grade Level 09
1.5	Principal Executive Officer Grd II (Procurement)	Grade Level 10
1.6	Principal Executive Officer Grd I (Procurement)	Grade Level 12
1.7	Assistant Chief Executive Officer (Procurement)	Grade Level 13
1.8	Chief Executive Officer (Procurement)	Grade Level 14

2. DUTIES

2.1 Assistant Executive Officer (Procurement), Grade Level 06

2.1.1 Performing the following duties under supervision

- 2.1.1.1 Assisting in keeping records documentation of reports in a Section.
- 2.1.1.2 Assisting in rendering reports to appropriate authorities.
- 2.1.1.3 Assisting in activities during procurement processes
- 2.1.1.4 Distribution and retrieval of questionnaires for market surveys

2.2 Executive Officer (Procurement), Grade Level 07

2.2.1 Performing the following duties under supervision

- 2.2.1.1 Assisting in documentation of records of reports in a Section.
- 2.2.1.2 Assisting in rendering reports to appropriate authorities.
- 2.2.1.3 Assisting in receiving bids and bid openings during procurement processes
- 2.2.1.4 Preparing bid documents and reporting same to appropriate authorities
- 2.2.1.5 Training of junior officers in his unit

2.3 Higher Executive Officer (Procurement), Grade Level 08

- 2.3.1.1 Taking charge of documentation of records of reports in a Section.
- 2.3.1.2 Carrying out rendering of reports to appropriate authorities.
- 2.3.1.3 Receiving bids and documenting records of bids received
- 2.3.1.4 Assisting in bid openings during procurement processes
- 2.3.1.5 Participating in the supervision of a procurement process.

2.4 Senior Executive Officer (Procurement), Grade Level 09

- 2.4.1.1 Assisting in ensuring that the procurement process is in line with policies and regulation
- 2.4.1.2 Supervising and coordinating the activities of a number of junior officers.
- 2.4.1.3 Participating in the execution of procurement process.

2.5 Principal Executive Officer Grade II (Procurement), Grade Level 10

- 2.5.1.1 Supervising and coordinating the activities of a number of junior officers.

- 2.5.1.2 Supervising and coordinating the activities of junior officers in his unit.
- 2.5.1.3 Assisting in the organization and execution of training programmes for junior executive staff
- 2.5.1.4 Participating in the execution of procurement process.
- 2.5.1.5 Carrying procurement study surveys under supervision.
- 2.6 Principal Executive Officer Grade I (Procurement), Grade Level 12**
 - 2.6.1.1 Supervising the activities of junior officers under him.
 - 2.6.1.2 Participating in the supervision of procurement process.
 - 2.6.1.3 Assisting in the preparation of tender documents, tender briefs and technical report.
 - 2.6.1.4 Participating in the execution of procurement process.
 - 2.6.1.5 Carrying procurement study surveys under supervision.
- 2.7 Assistant Chief Executive Officer (Procurement), Grade Level 13**
 - 2.7.1.1 Assisting in the general administration of a Section
 - 2.7.1.2 Coordinating the progress reports on a number of procurement processes.
 - 2.7.1.3 Organizing and executing training programmes for junior staff.
- 2.8 Chief Executive Officer (Procurement), Grade Level 14**
 - 2.8.1.1 Taking charge of the general administration of a Section
 - 2.8.1.2 Supervising and coordinating a number of procurement processes.

3. METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note: All promotion and transfers are subject to vacancy and satisfactory service record.

- 3.1 Assistant Executive Officer (Procurement) Grade Level 06**
 - 3.1.1 National Diploma in Accounting, Marketing, Economics, Business Management, professional disciplines or any other relevant disciplines.
- 3.2 Executive Officer (Procurement) Grade Level 07**
 - 3.2.1 By promotion of a confirmed and suitable Assistant Executive Officer (Procurement) who has spent at least two years on the grade.
 - 3.2.2 By direct appointment of a candidate possessing any of the following qualifications specified in sub-paragraph 3.1.1 above plus at least one year post qualification cognate experience.
- 3.3 Higher Executive Officer (Procurement) Grade Level 08**
 - 3.3.1 By promotion of a suitable Executive Officer (Procurement) who has spent at least three years on the grade.
 - 3.3.2 By direct appointment of a candidate with any of the qualifications specified in sub-paragraph 3.1.1 above plus at least four years' post-qualification cognate experience.
 - 3.3.3 By direct appointment of a candidate possessing the Higher National Diploma in Accounting, Marketing, Economics, Business Management, professional disciplines or any other relevant disciplines

- 3.4 Senior Executive Officer (Procurement), Grade Level 09**
- 3.4.1 By promotion of a confirmed and suitable Higher Executive Officer (Procurement) who has spent at least three years on the grade.
- 3.4.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 or 3.3.3 above plus at least seven or three years' post qualification cognate experience respectively.
- 3.5 Principal Executive Officer Grade II (Procurement) Grade Level 10**
- 3.5.1 By promotion of a confirmed and suitable Senior Executive Officer (Procurement) who has spent at least three years on the grade.
- 3.5.2 By direct appointment of a candidate possessing any of the qualifications in specified sub-paragraph in 3.1.1 or 3.3.3 above plus at least ten or six years' post qualification cognate experience respectively.
- 3.6 Principal Executive Officer Grade I (Procurement), Grade Level 12**
- 3.6.1 By promotion of a confirmed and suitable Principal Executive Officer II (Procurement) who has spent at least three years on the grade.
- 3.7 Assistant Chief Executive Officer (Procurement) Grade Level 13**
- 3.7.1 By promotion of a confirmed and suitable Principal Executive Officer I (Procurement) who has spent at least three years on the grade.
- 3.8 Chief Executive Officer (Procurement) Grade Level 14**
- 3.8.1 By promotion of a confirmed and suitable Assistant Chief Executive Officer (Procurement) who has spent at least three years on the grade.
- 4. ADVANCEMENT BEYOND THE CADRE**
- Any officer in the Executive Officer (Procurement) Cadre who acquired any of the qualifications specified for appointment to any higher grade is eligible for transfer/ promotion of the grade.

PROCUREMENT OFFICER CADRE

5. POSTS AND SALARIES Grade Level

5.1	Procurement Officer II	Grade Level 08 (Step 3)
5.2	Procurement Officer I	Grade Level 09
5.3	Senior Procurement Officer	Grade Level 10
5.4	Principal Procurement Officer	Grade Level 12
5.5	Chief Procurement Officer	Grade Level 13
5.6	Assistant Director (Procurement)	Grade Level 14
5.7	Deputy Director (Procurement)	Grade Level 15
5.8	Director (Procurement)	Grade Level 16

6. DUTIES

6.1 Procurement Officer II, Grade Level 08

- 6.1.1 Undergoing a two-year pupillage programme and performing the following duties under supervision:
 - 6.1.1.1 Preparing procurement documents, plans and programmes
 - 6.1.1.2 Participating in the execution of all procurement plans and programmes
 - 6.1.1.3 Implementing existing procurement procedures and making recommendations.
 - 6.1.1.4 Preparing questionnaires for market surveys
 - 6.1.1.5 Implementing indenting Procedures
 - 6.1.1.6 Undertaking constant market research
 - 6.1.1.7 Rendering monthly returns
 - 6.1.1.8 Performing any other duties as may be assigned by the superior officer from time to time
- 6.2 Procurement Officer I, Grade Level 09**
 - 6.2.1 Carrying out work study, analyses, researches and productivity measurement on procurement.
 - 6.2.2 Preparing schedules for procurement documents and plans
 - 6.2.3 Participating in the planning and execution of all procurement processes and plans.
 - 6.2.4 Participating in procurement control and audit.
 - 6.2.5 Implementing Government jobs in compliance with approved procurement plans, policies, regulations and Public Procurement Law.
 - 6.2.6 Updating market research and pricing policies
 - 6.2.7 Interpreting and analyzing all buying policies
 - 6.2.8 Supervising new officers on the job
 - 6.2.9 Rendering monthly and regular reports and returns
- 6.3 Senior Procurement Officer, Grade Level 10**
 - 6.3.1 Participating in the planning, execution and control of all procurement processes, plans and programmes.
 - 6.3.2 Preparing programmes for all routine procurement of all public procurement jobs
 - 6.3.3 Assisting in the training of junior Procurement Officers and supporting staff
 - 6.3.4 Maintaining and updating of procurement and pricing records and data.
 - 6.3.5 Reviewing Market Survey Questionnaires
 - 6.3.6 Collecting and collating materials requirements from the user departments
 - 6.4.6 Carrying out vendor expediting duties
- 6.4 Principal Procurement Officer, Grade Level 12**
 - 6.4.1 Monitoring and documenting all on-going public procurement
 - 6.4.2 Analyzing and interpreting top management decisions on procurement for easy implementation by junior officers

- 6.4.3 Assessing procurement surveys, researches and recommending necessary actions
- 6.4.4 Coordinating the preparation and methodology of bid opening sessions, contract signing, technical specification, advertisements, procurement reports, plans, records and databases.
- 6.4.5 Supervising and monitoring the activities of supporting officers
- 6.4.6 Managing the procurement process before, during and after execution of contracts
- 6.4.7 Supervising and monitoring the activities and training of supporting officers
- 6.4.8 Preparing monthly Procurement Statements.
- 6.4.9 Compiling needs and assisting in Procurement Budget Preparation
- 6.4.10 Participating in bid evaluation.
- 6.4.11 Reviewing indenting procedures.

6.5 Chief Procurement Officer, Grade Level 13

- 6.5.1 Carrying out vendor rating, vendor appraisal and co-coordinating advertisements
- 6.5.2 Preparing recurrent estimates and procurement budget for the Unit/Department/Bureau.
- 6.5.3 Preparing programmes for routine and planned procurement audit.
- 6.5.4 Preparing and rendering reports on bid evaluation.
- 6.5.5 Scrutinizing reports on all public procurement and preparing periodical reports on them.
- 6.5.6 Ensuring the safekeeping and security of bid receipts till opening period.
- 6.5.7 Rendering quarterly and annual reports.
- 6.5.8 Ensuring that bulk purchase of materials is done within stipulated limits and policy.
- 6.5.9 Inspecting Procurement Records to ensure compliance with the Procurement law.
- 6.5.10 Advising the management on pricing policy formulation
- 6.5.11 Supervising and ensuring proper planning and execution of public procurement
- 6.5.12 Develops procurement related database management procedures

6.7 Assistant Director (Procurement), Grade Level 14

- 6.7.1 Coordinating the activities of a procurement section
- 6.7.2 Assisting in the general administration of the Department
- 6.7.3 Coordinating the planning and execution of training programmes for Procurement Officers and support staff
- 6.7.4 Overseeing and consolidating procurement processes
- 6.7.5 Initiating action on the review of public procurement policies and programmes
- 6.7.6 Developing Standard Bidding Documents
- 6.7.7 Conducting research into useful procurement practices

- 6.7.8 Publishing major contract awards by procurement entities
- 6.7.9 Carrying out value analysis of material requirements
- 6.7.10 Interpreting and regular reviewing of procurement regulations in line with Government policies
- 6.7.11 Coordinating the selection of reliable and qualified suppliers/contractors

6.8 Deputy Director (Procurement), Grade Level 15

- 6.8.1 Taking charge of the general administration of a Division/Department
- 6.8.2 Assisting in the general administration of the Department
- 6.8.3 Liaising with all stakeholders on procurement matters
- 6.8.4 Advising on the formulation, execution and review of policies and programmes on matters relating to public procurement.
- 6.8.5 Publishes prices of tendered items
- 6.8.6 Formulates policy on price uniformity and standardization
- 6.8.7 Coordinates training programmes for all staff
- 6.8.8 Controlling all activities of the Procurement Division
- 6.8.9 Directing on acquiring methods for the Government needs i.e. (haggling, hedging, speculative and call off procurement to ensure Government saving.

6.9 Director (Procurement), Grade Level 16

- 6.9.1 Taking charge of the administration of a Department
- 6.9.2 Overseeing the procurement of all Government works, general goods, services and consultancy.
- 6.9.3 Advising Government on matters relating to public procurement.
- 6.9.4 Monitoring compliance with all public procurement regulations

7. METHODS OF ENTRY AND ADVANCEMENT WITHING THE CADRE

NOTE: All promotion and transfers are subject to vacancy and satisfactory service record.

7.1 Procurement Officer II, Grade Level 08

- 7.1.1 By direct appointment of a candidate possessing a degree in Accounting, Marketing, Economics, Business Management, professional or any other relevant disciplines registrable with relevant professional bodies or councils.

7.2 Procurement Officer I, Grade Level 09

- 7.2.1 By promotion of a confirmed and suitable Procurement Officer II who has spent at least three years on the grade.
- 7.2.2. By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 7.1.1 above plus at least three years post qualification cognate experience.

7.2.3. By direct appointment of a candidate possessing a Master's degree in any of the disciplines specified in sub-paragraph 7.1.1 above plus at least one year post qualification cognate experience.

7.3 Senior Procurement Officer, Grade Level 10

7.3.1 By promotion of a confirmed and suitable Procurement Officer I who has spent at least three years on the grade with satisfactory performance.

7.3.2 By direct appointment of a candidate possessing any of the qualifications specified in sub-paragraph 7.1.1 above plus at least six years post qualification cognate experience.

7.3.3 By direct appointment of a candidate possessing a minimum of first degree in any of the qualifications specified in sub-paragraph 7.1.1 above plus at least five years post qualification cognate experience or the qualification specified in sub-paragraph 7.2.3 plus at least three years post qualification cognate experience.

7.4 Principal Procurement Officer, Grade Level 12

7.4.1 By promotion of a confirmed and suitable Senior Procurement Officer who has spent at least three years on the grade with satisfactory performance and has passed the professional competency test of relevant professional bodies or councils.

7.5 Chief Procurement Officer, Grade Level 13

7.5.1 By promotion of a confirmed and suitable Principal Procurement Officer who is professionally qualified and has spent at least three years on the grade.

7.6 Assistant Director (Procurement), Grade Level 14

7.6.1 By promotion of a confirmed and suitable Chief Procurement Officer who is professionally qualified and has spent at least three years on the grade with satisfactory performance.

7.7 Deputy Director (Procurement), Grade Level 15

7.7.1 By promotion of a confirmed and suitable Assistant Director (Procurement) who is professionally qualified and has spent at least three years on the grade with satisfactory performance.

7.8 Director (Procurement), Grade Level 16

7.8.1 By promotion of a confirmed and suitable Deputy Director (Procurement) who is professionally qualified and has spent at least four years on the grade with satisfactory performance.