

ACADEMY OF DESIGN AND INNOVATION

Scheme of Service

- Organisation: Academy of Design and Innovation
- Post: Stores and Logistics Officer
- Salary: Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 – 47675 (FDI 15)
- Qualifications: A. A Cambridge Higher School Certificate or Passes in at least two Subjects obtained on one certificate at the General Certificate of Education 'Advanced Level'.
- B. A Diploma in Purchasing and Supply Management from a recognised Institution or an equivalent qualification acceptable to the Board.
- C. Candidates should also –
- (i) possess proven qualities of resourcefulness and organising skills; and
 - (ii) have personal integrity and the ability to work in a team.

Experience in administration or procurement and supply duties is desirable.

Candidates should produce written evidence of experience claimed.

- Duties:**
1. To advise on matters related to procurement and supply management in line Regulations and procedures in force.
 2. To perform purchasing, storekeeping and stock control duties in accordance with the approved rules and procedures.
 3. To carry out or to assist in the appraisal and review of organisational set-up, systems and procedures related to procurement and supply and make necessary recommendations.
 4. To prepare Terms of Reference as may be required.
 5. To evaluate technical and financial proposals for selection of various services providers.
 6. To prepare contracts for signature.
 7. To prepare monthly reports on procurement activities.
 8. To use Information and Communication Technology in the performance of his duties.
 9. 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 Stores and Logistics Officer in the roles ascribed to him.

Date: 10 November 2009