



Internal Revenue Commission

Position Description

A. POSITION DETAILS

Position Title/ Designation	Procurement Officer
Grade/ Classification	IRC 04
Immediate Supervisor/Manager	Manager - Asset
Division/ Section	Corporate Services/ Properties & Facilities

B. PURPOSE

This position reports to the Manager, Assets and will be responsible for supporting IRC's operational requirement through supply coordination, including procuring of goods and services to meet IRC operational needs. The officer will work closely with the Finance & Budget team, contractors and suppliers to ensure that needs and objectives are met and deliveries are on schedule.

C. ACCOUNTABILITIES

- Coordinate the procurement process for IRC's internal needs and maintain the supply base efficiently and effectively;
- Conduct market analysis to get the best purchasing deals so to acquire goods and services at favourable prices within the approved budget limits
- Evaluate prospective suppliers delivery capacity and capability to ensure they meet IRC's needs and deliver goods and services as per agreement;
- Maintain and update procurement records and generate reports on procurement and contract activities to meet IRC's compliance requirements and provide access to procurement information;
- Support and contribute to the development of contract management plans, resolve supply issues, monitor performance and negotiate contract variations through effective supplier relationships to enhance business outcomes;
- Maintain relationships and coordinate with the stakeholders, including Finance & Budget Section, IRC divisions and suppliers to ensure that procurement services runs on schedule to meet IRC's operational needs;

D. POSITION AND PERSON SPECIFICATIONS

- Graduated Degree and/or Diploma in Business Management or Business Administration;
- A minimum of 3 years' experience in procurement environment;
- Proven working experience as a procurement officer;
- Knowledge of sourcing and procurement, in inventory and supply coordination;
- Ability to perform quick and accurate work with a strong attention to detail;
- Able to multi-task, juggle multiple timelines and prioritize effectively;
- Must be able to communicate effectively both verbally and in writing (to include email communication);
- Able to multitask and problem solve effectively with minimal supervision.