

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Finance and Economic Development (Central Procurement Board)
- Post:** Central Procurement Officer/Senior Central Procurement Officer
- Salary:** Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800
(01 050 071)
- Effective Date:** 8 July 2016
- Qualifications:** A. By selection from among officers in the grade of Office Management Assistant who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Office Management Assistant and the former grades of Senior Officer and/or Executive Officer.


NOTE

- In the absence of qualified officers in the grade of Office Management Assistant, by selection from among officers in the grade of Management Support Officer who reckon at least eight years' service in a substantive capacity in the grade or an aggregate of at least eight years' service in a substantive capacity in the grade of Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer.
- B. Candidates should –
- (i) be conversant with local and international procurement and contract procedures;
 - (ii) be familiar with the Public Procurement Act regulations and procedures regarding major contracts in respect of goods, services, civil engineering works and consultancy;
 - (iii) have communication and interpersonal skills;
 - (iv) be able to actively participate in meetings; and
 - (v) have qualities of discretion and integrity.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
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Date.....

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

Duties:

1. To examine draft bidding documents and ascertain that the estimated costs and procurement plans are realistic.
2. To ascertain that bidding documents are in line with the provisions of the Public Procurement Act 2006 and Regulations 2008, World Bank guidelines and COMESA directives.
3. To prepare vetting schedules and communicate amendments, if any, to Ministries/Departments during meetings held with representatives of the Public Bodies concerned for necessary action.
4. To receive, register and open bids deposited in the Tender Box at the Central Procurement Board, as per established procedures.
5. To register all bids received at Public Opening of Bids, prepare minutes of proceedings and list of bids received for Notice Board and Central Procurement Board Website.
6. To assist –
 - (i) the Technical Committee in setting the team of evaluators, arranging for pre-evaluation meetings with evaluators and preparing brief and Gantt chart for monitoring of time allocated for evaluation;
 - (ii) the Bid Evaluation Committee during evaluation and ensure that the procedures are in line with guidelines established;
 - (iii) Technical Committees in scrutinizing bid evaluation reports and the recommendation of the Bid Evaluation Committee prior to submission to the Central Procurement Board for a decision; and
 - (iv) in the preparation and publication of periodic reports.
7. To verify letters of awards copied to the Central Procurement Board.

/3...

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PUBLIC SERVICE COMMISSION REGULATIONS**

-3-

8. To scrutinize the evaluation reports in order to provide Public Bodies with material for debriefing of aggrieved bidders in case of challenges.
9. To submit relevant documents to the Independent Review Panel in case of application for review by an aggrieved bidder.
10. To process payment for evaluators, verify their claims against attendance sheets and input payment in the computerised system.
11. To use ICT in the performance of his duties.
12. 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 Central Procurement Officer/Senior Central Procurement Officer in the roles ascribed to him.

Note

Central Procurement Officer/Senior Central Procurement Officers may be required to work outside normal working hours.



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