

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

- Ministry:** Finance and Economic Development (Central Procurement Board)
- Post:** Principal Central Procurement Officer
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (01 058 074)
- Effective Date:** 19 January 2018
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Central Procurement Officer/Senior Central Procurement Officer who reckon at least four years' service in a substantive capacity in the cadre and who –
- (i) have a thorough knowledge of the provisions of the Public Procurement Act and the Financial Management Kit with regard to Public Procurement and Contracts;
 - (ii) are familiar with the Procurement Guidelines of International and Bilateral Financing Institutions;
 - (iii) are able to take active participation in meetings and interpret data;
 - (iv) possess good interpersonal and communication skills;
 - (v) possess good organising skills; and
 - (vi) have qualities of discretion and integrity.
- Duties:**
1. To assist the Assistant Manager, Central Procurement in the performance of his duties.
 2. To ensure that the provisions of the Public Procurement Act, the Financial Management Kit and Procurement Guidelines are complied with in all matters regarding procurement and award of contracts.
 3. To prepare and scrutinize bidding documents for specialised large and complex projects.
 4. To take timely follow-up action on Central Procurement Board decisions.
 5. To scrutinize bid evaluation reports and the recommendation of the Bid Evaluation Committee together with the Technical Committee, prior to submission to the Central Procurement Board for a decision.
 6. To assist in the preparation and publication of periodic reports.

/2...



CERTIFIED CORRECT

.....
for Secretary for Public Service

19 January 2018

Date.....

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

-2-

7. To supervise the work of Central Procurement Officer/Senior Central Procurement Officers.
8. To use ICT 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 Principal Central Procurement Officer in the roles ascribed to him.

Note

The Principal Central Procurement Officers may be required to work outside normal working hours.



CERTIFIED CORRECT

.....
for Secretary for Public Service

19 January 2018

Date.....