



THE NATIONAL HUMAN RIGHTS COMMISSION
National Secretariat: Kotu (Opposite DSTV), KSMD –
Telephone: 4461713 / 4461717

VACANCY ANNOUNCEMENT

The **National Human Rights Commission (NHRC) Secretariat** invites applications from suitably qualified Gambians for the position of **Procurement Officer**. The post holder will report directly to the **Executive Secretary**.

PURPOSE OF THE JOB

The **Procurement Officer** is an integral part of the NHRC as the duties and responsibilities of the post are crucial to the smooth operation of the office. The post requires a person who is attentive to details, energetic and with strong interpersonal skills. Equally important, the incumbent must be a person who champions the principle of '**value for money**'.

DUTIES AND RESPONSIBILITIES

1. Lead in the development and review of procurement policies, processes and procedures;
2. Take the lead in preparing, regularly updating and maintaining the asset register;
3. Serve as Secretary to the Contracts Committee;
4. Lead the preparation of a Procurement Plan;
5. Provide support in the preparation of technical documents for procurement of works, goods and services;
6. Conduct procurement activities for works, goods and services in compliance with GPPA rules and regulations;
7. Implement procurement activities in accordance with specified GPPA and NHRC thresholds;
8. Prepare monthly/quarterly/annual procurement activity reports;
9. Participate in the preparation of the NHRC annual workplan and budget;

10. Perform other duties assigned by his/her supervisor that commensurate with the post;

ESSENTIAL SKILLS

- Familiarity with GPA rules and regulations;
- Conversant with and competent in the use of IFMIS;
- High level of interpersonal skills, with ability to work as part of a team;
- Highly organized individual who can perform under pressure;
- Competent in the use of Microsoft packages such as Word, Excel and PowerPoint;
- Must be a professional with utmost regard for confidentiality;
- Attentive to details and can meet tight deadlines;

Qualification & Experience

- Possess at least a **bachelor's degree** from a recognized university in a relevant field of study such as Procurement, Business Management, Public Administration or a related discipline;
- Have a minimum of **three** years professional experience as a procurement professional;

OR

- Possess at least a **Diploma** from a recognized tertiary institution in a relevant field of study;
- Have a minimum of **five** years professional experience as a procurement practitioner;

IMPORTANT INFORMATION FOR APPLICANTS

Deadline for submission of Application: Friday, 15th November 2024 by 12pm.

Remuneration: A competitive remuneration package will be offered to the successful candidate.

Please note that late or incomplete applications will not be considered. Prior to the issuance of an offer letter to the successful candidate, a reference check will be conducted. Due to the high volume of applications expected for the position, only shortlisted candidates will be contacted.

Send applications together with relevant supporting documents including the names and contact details of two referees one of whom should be either a current or immediate former employer/supervisor clearly marked "**Application for Procurement Officer**" to: **The Executive Secretary, National Human Rights Commission, Kotu** - Google Code: **C7WR+WFQ** or by email to: advert@gm-nhrc.org

NB: Only applications, either hand-delivered to the office or sent by email, would be accepted.