



NATIONAL TRANSPORT CORPORATION

SCHEME OF SERVICE

- Post:** Procurement and Supply Officer
- Salary:** Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 (NTC 12)
- Qualifications:**
- A. By promotion**, on the basis of merit and experience, of officers in the grade of Assistant Procurement and Supply Officer on the establishment who:
- (i) reckon at least four years' service in a substantive capacity in the grade; and
 - (ii) possess a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognized institution.
- B. In the absence of qualified serving officers**, appointment will be made from among candidates who:
- (i) possess a Cambridge Higher School Certificate;
 - (ii) a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognized institution; and
 - (iii) reckon at least four years' experience in Procurement and Supply.

Note:

Candidates should:-

- (i) possess interpersonal, communication and organizing skills;
- (ii) be computer literate and conversant with relevant computer softwares and legislations relating to procurement and supply;
- (iii) possess good analytical and problem-solving skills;
- (iv) able to work under pressure.

Candidates should produce written evidence of knowledge/experience claimed.

Duties:

1. To be responsible to the General Manager and the Procurement and Supply Manager for the technical aspects of their duties.
2. To be in charge of and manage the Regional Offices' stores.
3. To assist in any assignment relating to purchasing, supply and warehouse operations.
4. To submit reports on purchasing, supply, warehousing and scrap sales at the Corporation, as and when required.
5. To assist in any task force or committee set up in connection with purchasing, supply, warehousing and scrap sale operations at the Corporation.
6. To ascertain that spare parts and materials are properly stored and accounted for at the Central stores or Regional Office's stores where posted.
7. To ascertain through regular supervision, that spare parts and materials are delivered by established procedures by Central Stores or Regional Office's stores assigned at.
8. To flag non-compliance and misinterpretation of existing rules and regulations to the General Manager and the Procurement and Supply Manager.
9. To perform procurement, warehousing and stock control operations and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate.
10. To assist the Procurement and Supply Manager in the day-to-day conduct of procurement and supply, warehouse and stock control operations.
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 Procurement and Supply Officer in the roles ascribed to him.

Prescribed on 15 October 2025
(salary amended as per PRB 2026)

