

IRRIGATION AUTHORITY

SCHEME OF SERVICE

POST: **Assistant Procurement and Supply Officer**

SALARY SCALE: Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 – 49000 (IA 26)- PRB 2026

- QUALIFICATION:**
- A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings Or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.
- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B above acceptable to the Board.

- C. Candidates should also –
- (i) reckon at least four years' experience in procurement and supply duties,
 - (ii) be computer literate,
 - (iii) possess good interpersonal and communication skills; and
 - (iv) have initiative and judgment in problem solving.

Qualification at A above should have been obtained prior to qualification at B above.

- DUTIES:**
1. To assist the Procurement and Supply Officer in performing procurement and supply, storekeeping and stock control duties in accordance with procurement and supply regulations and procedures.
 2. To assist in any assignment related to procurement, supply and warehouse operations.
 3. To ensure that slow moving stocks or obsolete stocks are identified, listed and reported upon.

4. To carry out test checks and report any discrepancy arising out of loss, storage, deterioration, surplus, etc.
5. To keep and update store records.
6. To receive materials into stores and ensure that they comply with requisition orders and are in good condition.
7. To keep proper records of all receipts and issues of stores and stationery.
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 Assistant Procurement and Supply Officer in the roles ascribed to him/her.

January 2026