



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Assistant Procurement and Asset Management Officer
Reporting to	Senior Procurement & Asset Management Officer
Salary Band:	Band 2 (09k-12k) + Applicable Allowances

Job Purpose

Assist with supporting the Corporation's procurement, stores, inventory and asset management activities.

Key Result Areas

FUNCTIONAL

Stores and Inventory Management

- To monitor stock levels and place orders as needed.

Order Collection, Delivery and Documentation

- Seek quotations at competitive prices from supplies to buy products which are essential for the organisation's day-to-day operations.
- Arrange with various agencies for the collection of all orders coming in, for handling cargoes, for the transportation of goods from docks/airport/purchase point to stores.
- Ensure that all goods delivered to the organisation correspond to the Purchase Order by filling **Goods Received Notes**

Procurement and Tendering

- Execute and monitor all regular purchasing duties.
- Assist in the preparation of tender documents and in the management of assigned contracts to ensure the production of realistic and commercial tenders.
- Track the status of orders, delivery arrival time, and ensure timely delivery.
- Assist in allocating new equipment and updating the Equipment Inventory and issuing spares to the various divisions of the organisation.

Asset Management and Records

- Assist to monitor and manage assets from acquisition to disposition.
- Assist in capturing and recording of assets on the Asset Register.

A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

- Assist in labelling and marking of equipment received with a unique identification number prior to being placed into the equipment inventory.
- Assist in maintaining all necessary records of stock ordered, received, issued, allocated to another location, transferred and disposed.
- Any other relevant duties assigned by Head of Finance or Procurement & Asset Management

FINANCIAL

Ensure cost-effective utilisation of Resources.

Specifically:

- Eliminate or Reduce Wastage, where identified
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs
- Ensure equipment & assets are used and maintained properly
- Contribute in Budgeting and Cost-control, where required/requested

- **Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**
 - Promote Safe & Healthy conduct at work
 - Set a personal example in Health & Safety compliance through:
 - Observing safe working practices as advised and instructed
 - Considering Safety & Health of self and others who may be affected by work activities
 - Be an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
 - Report Incidents or Hazards which have led or may lead to injury
 - Build and enhance an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

Essential Qualifications/Experience/Skills

- Certificate in Procurement or in Bookkeeping and/or Stores Management, or Secondary level of education plus IGCSE Mathematics
- or.
- Work experience in a relevant field.
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Good organisational and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.
- Good IT proficiency, particularly in Microsoft 365 applications (e.g., Outlook, Word, Excel, Teams) at an intermediate level

Desirable Qualifications/Experience/Skills

- Full Driving Licence

Core Behavioural Competencies

TEAMWORK	• Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others • Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds • Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
ACCOUNTABILITY	• Takes ownership of tasks and functional responsibilities • Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties • Justifies decisions taken, with confidence, openness and honesty • Takes responsibility for seeing efforts through • Makes sound and fair judgment • Makes informed and accountable conclusions and decisions • Is open to feedback and uses errors or oversights as learning points
ADAPTABILITY	• Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives • Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent • Thinks of ways to make changes work, rather than resisting them • Makes suggestions for increasing the effectiveness of a changing environment • Plans ahead and have an alternative option in case things go wrong or unexpected • Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change • Able to prioritize effectively and plan flexibly to be able to deal with change.
RELIABILITY	• Is dependable and can be relied on in different circumstances • Gets the job well-done every time and within deadlines • Shows up to work on time • Goes the extra mile to produce expected results even in tight deadlines • Persists through difficult tasks and brings out credible results
CONDUCT & INTERPERSONAL SKILLS	• Behave in a professional and appropriate way to set the right example in the workplace • Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done • Behave in a manner that is accepting, respectful and inclusive of all people • Puts continuous effort into building and maintaining relationships • Accepts conflict as an opportunity to strengthen relationships • Responds willingly to requests for help and information, where possible • Is honest and open-minded • Has a 'can-do' and 'will-do' attitude