

CENTRAL ELECTRICITY BOARD

Job Description	
Job Title	Supplies Officer
Department	Supply Chain
Reporting Supervisor	Senior Supplies Officer
Purpose of the Job	
<ul style="list-style-type: none">• To assist in the efficient handling, despatch, storage and stock control of materials.	
Desirable Knowledge, Aptitude and Competencies	
<ul style="list-style-type: none">• Good technical knowledge of tools and equipment use in the stores.• Good numerical and analytical skills.• Computer literate and conversant in the use of office packages including specific store applications.• Excellent housekeeping.	
Qualifications and Experience	
<ul style="list-style-type: none">• By selection from among candidates who:<ul style="list-style-type: none">a) possess:<ul style="list-style-type: none">(i) the Cambridge School Certificate with credit in 5 subjects or Pass not below grade C in at least 5 subjects at the General Certificate of Education “ordinary level” including English, French and Mathematics or Principles of Accounts at one and the same sitting; and(ii) the Cambridge Higher School Certificate or General Certificate of Education “Advanced Level” with pass in at least two principal subjects at one and the same sitting; <p style="text-align: center;">OR</p> <p style="text-align: center;">An alternative equivalent qualification acceptable to the Board;</p> <p style="text-align: center;">AND</p> <ul style="list-style-type: none">b) reckon at least 3 years’ relevant work experience.	

Note

- Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess a credit in English Literature at the Cambridge School Certificate or a pass in General Paper at the Cambridge Higher School Certificate.

Duties and Responsibilities

1. To assist in maintaining the stores in an orderly and tidy manner, preventing waste and deterioration through suitable storage conditions and ensuring perishable materials of earlier stock to be issued first.
2. To ascertain that deliveries from suppliers comply with the reservation.
3. To help in keeping accurate and up to date stock records.
4. To effect issues of materials to users and ensure transfer of materials to sub-stores.
5. To plan reception of lubrication oils and heavy fuel oil.
6. To check materials received from outside suppliers and arrange for inspection of quality and report on deviation from specification or order.
7. To stand in for the Senior Supplies Officers in their absence.
8. To work out on stores layout and locations of exceptional items.
9. To undertake bunkering operations in the absence of the Senior Supplies Officer or as and when required.
10. To perform such other related duties appropriate to the post as may be assigned by the superior officer.

Note

- - May be required to serve in Rodrigues.