Early Childhood Care and Education Authority

VACANCY FOR THE POST OF ASSISTANT PROCUREMENT AND SUPPLY OFFICER (APSO)

The Early Childhood Care and Education Authority (ECCEA), a parastatal body operating under the aegis of the Ministry of Education and Human Resource is inviting applications from qualified serving officers who wish to be considered for appointment as **Assistant Procurement and Supply Officer (APSO).**

Qualifications:

Note 1

By selection from among officers in the Public Sector who -

(i) Reckon at least four years' service in a substantive capacity in their respective grade;

(ii) Possess 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 an equivalent qualification acceptable to the Board of the Early Childhood Care and Education Authority;

(iii) Have a good knowledge of policies, rules and regulations relating to the management of procurement and supply at the Early Childhood Care and Education Authority;

(iv) Possess effective interpersonal and communication skills;

(v) Possess effective analytical and problem-solving skills, and

(vi) Have personal integrity and a sense of trustworthiness.

Note 2

Candidates will be required to sit for a written competitive examination conducted by the Early Childhood Care and Education Authority designed to assess –

(i) their knowledge of Procurement and Supply Management including basic principles in procurement and supply, warehouse, and stock control operations and any other relevant financial and procurement and supply laws/regulations and their ability to apply them; and

(ii) their potential and aptitude for procurement and supply, warehouse,

and stock control operations.

Note 3

Assistant Procurement and Supply Officers will be required to follow appropriate courses/undergo training, as approved, and arranged by the Early Childhood Care and Education Authority to make them conversant with relevant computer packages and e-procurement systems.

Duties

1. To perform procurement and supply, warehouse 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 and procedures in force, as appropriate.

2. To assist in any assignment related to procurement and supply, warehouse and stock control operations.

3. To operate e-procurement and inventory management systems.

4. To carry out daily test checks and report any discrepancy arising out of loss, shortage, deterioration and surplus.

5. To assist in the verification that physical quantities tally with quantities in Store Ledger.

6. To ensure that slow moving stocks or obsolete stocks are identified, listed, and reported upon.

7. To keep proper records of all receipt and issues and stationery.

8. To receive materials into stores and ensure that they comply with requisition orders and are in good condition.

9. To keep and update store records.

10. To assist the officer of the Procurement and Supply Cadre in charge of 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 Assistant Procurement and Supply Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in the 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

MODE OF APPLICATION:

Qualified candidates should submit their applications on the prescribed form that can be obtained on the website of the Early Childhood Care and Education Authority together with photocopies of their academic qualifications.

The post of **'Assistant Procurement and Supply Officer (APSO)'** should be clearly marked on the top-left hand corner of the envelope.

CLOSING DATE:

Application Forms should reach the Ag Director, ECCEA, 2nd Floor, The Pentagon Tower 1, Ebene Technopole **not later than 15 00 hours (Local time) on Friday 04 December 2026.** Applications received after the specified closing date and time **will not** be considered.

Application not made in the prescribed form will not be considered. The onus for the prompt submission of applications so that they reach the Ag Director of the Authority in time lies solely on applicants.

Note:

1. Incomplete, inadequate or inaccurate filling of the Application Form may entail a candidate's elimination.
2. Candidates should enclose photocopies of their academic as well as professional qualifications and provide relevant documentary evidence of experience claimed.
3. **Only** the best qualified candidates will be convened for an interview.
4. The ECCEA reserves the right not to fill the vacancy as a result of this advertisement.

Date: 06 November 2026 ***Early Childhood Care and Education Authority***