



# NATIONAL PENSIONS REGULATORY AUTHORITY

## NPRA PUBLIC NOTICE



### VACANCY ANNOUNCEMENT

The National Pensions Regulatory Authority (NPRA) is seeking to recruit competent and well-qualified persons to fill the following positions:

- A. ADMINISTRATIVE MANAGER (PROCUREMENT)**
- B. ADMINISTRATIVE/ FINANCE OFFICERS**

**A. ADMINISTRATIVE MANAGER (PROCUREMENT) - HEAD OFFICE**

#### **Job Purpose:**

To provide operational support in procurement for the achievement of the objectives of the Authority.

#### **Duties and Responsibilities**

- Collates data for the formulation of policies of the Authority
- Supervises the preparation and implementation of the procurement plan of the Authority.
- Collates data for the preparation of the budget of the Unit.
- Supervises the implementation of programmes and activities of the Unit.
- Facilitates the effective management of tender processes.
- Liaises with Service Providers in the management of contracts and procurement transactions.
- Supervises the preparation of annual and other periodic reports of the Unit.
- Collates data for the preparation of contracts.
- Facilitates negotiations with suppliers and service providers.
- Facilitates the disposal of assets.
- Supervises the effective and efficient management of stores
- Ensures the efficient documentation and maintenance of procurement records.
- Supervises and appraises the performance of subordinate staff.
- Performs any other assignment relevant to the role

#### **Qualification and Experience**

- A minimum of a Master's Degree in Procurement, Supply Chain Management or any related field from an accredited tertiary institution.
- A member of Chartered Institute of Procurement and Supply (MCIPS)
- A minimum of one (1) year post qualification (Professional / Master's degree) relevant work experience in a reputable organisation.
- Must have completed National Service.
- Must pass a competitive selection interview conducted by NPRA in collaboration with the Public Services Commission.

#### **Competencies and Skills**

- Good knowledge of the Public Procurement Act & Public Financial Management Act.
- Very Good knowledge and experience in procurement management.
- Good quantitative, qualitative and analytical skills.
- Good Communication, presentation and Interpersonal skills.
- Knowledge of relevant IT applications
- Good report writing and presentation skills.

- B. ADMINISTRATIVE/ FINANCE OFFICERS** - **TAMALE ZONAL OFFICE (1)**  
- **SUNYANI ZONAL OFFICE (1)**

**Job Purpose:**

To provide operational support in the management of material and financial resources for the achievement of the objectives of the Authority.

**Duties and Responsibilities**

- Collects data for the formulation of policies of the Authority.
- Collects inputs for the preparation of annual and other periodic reports of the Zonal Office.
- Collects data for the preparation of guidelines, procedures and processes for the management of material resources of the Authority.
- Facilitates the planning and provision of efficient and reliable transport services in the Zonal Offices.
- Maintains proper accounting records in line with International Financial Reporting Standards (IFRS).
- Undertakes data entry of transactions into the appropriate ledgers.
- Verifies and authenticates payment and receipts.
- Collects data for the preparation of monthly financial returns and draft technical reports on performance of the Zonal Office.
- Performs any other assignment relevant to the role.

**Qualification and Experience**

- A minimum of a Bachelor's Degree in Business Administration, Public Administration, Management or any related field from an accredited tertiary institution.
- Must have completed National Service.
- Must pass a competitive selection interview conducted by the NPRA in collaboration with the Public Services Commission.

**Competencies and Skills**

- Good Communication, Interpersonal and Presentation Skills.
- Knowledge of relevant IT applications
- Knowledge of Project Management.
- Integrity and Ethics.
- Planning, Quantitative and Qualitative Analytical Skills.
- Knowledge of Financial and Administrative Laws and Regulations.

**Mode of Application**

Interested and qualified persons should forward their applications, together with their curriculum vitae and photocopies of their certificates, to the under-mentioned address not later than three (3) weeks from the date of first publication of this advertisement:

**The Chief Executive Officer  
National Pensions Regulatory Authority  
P. O. Box GP 22331  
9<sup>th</sup> Floor SU Tower  
No. 18 Castle Road  
Accra**

