Cargo Handling Corporation Limited
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Business Reg. No C09004076

SCHEME OF SERVICE

DEPARTMENT: PROCUREMENT

JOB TITLE: **CHIEF OF PROCUREMENT AND STORES**

SALARY CODE: 21CS10

SALARY SCALE: Rs 43,675 x 1100 – 48,075 x 1600 – 52,875 x 2250 – 57,375 x 2975 – 69,275 x 3975 – 97,100

MAIN PURPOSE: Manage the Procurement and Inventory Units of the Organization

REPORTING TO: Managing Director

QUALIFICATIONS: Candidates should possess:

A. Higher School Certificate or at least 2 GCE "A" Levels and

B. **Either**

(i) A Professional Diploma in Purchasing and Supply from the Chartered Institute of Procurement and Supply (CIPS – UK) with at least 8 years' experience in Procurement/Inventory field; **or**

(ii) A Degree in Purchasing and Supply Chain Management from a recognised institution plus at least 8 years' experience in Procurement/Inventory field; **or**

(iii) A Degree in Management/Administration/Accounting/Finance from a recognised institution plus at least 8 years' experience in Procurement/Inventory field **or**

(iv) A Degree in Logistics & Supply Chain Management from a recognized institution plus a minimum of 8 years' experience in Procurement/Inventory fields.

REQUIRED SKILLS/ATTRIBUTES:

i. Proven team management skills.
ii. Be a strategic thinker and possess ability to make decisions, exhibit sound and accurate judgment and makes timely decision.
iii. Strong and effective oral and written communication as well as presentation skills.
iv. Possess a higher degree of confidentiality, integrity and a high service of professional ethnics.
v. Good I.T skills.
vi. Proactive approach to face challenges and achieve results.
vii. Have good knowledge of management of stock item.

RESPONSIBILITIES:

(a) The overall Procurement and Inventory Management functions of the Company.

(b) Planning, developing, and implementing effective Procurement and Inventory Management Strategies to meet organisational needs.

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SCHEME OF SERVICE

DUTIES:

1. To develop and manage the procurement and store functions of the organization in line with legislation, rules and regulation of the Company and best business practices.

2. To advise Management on Procurement and Inventory Management in line with the objectives of the organisation and requirements of cargo handling activities.

3. To develop set targets for Procurement and Inventory functions and ensure adherence to same.

4. To be responsible for the entire processes of procurement and inventory activities of the organisation and ensure activities conducted as per Law, Regulation and SOPs.

5. To be responsible for timely preparation of Procurement Plan and its implementation by coordination with relevant departments and Units.

6. To submit relevant reports to Management and the Procurement Committee.

7. To ensure that inventory items are safeguarded, counted, reconciled with ledger and ensure that purchase orders are monitored.

8. To monitor closely all remedial actions taken in respect of weaknesses and shortcomings relating to procurement and inventory.

9. To monitor lifecycle / shelf life of stock items mostly spare parts for cargo handling equipment and ensure that surplus/excessive stores are not kept.

10. To be responsible for efficient reorder level Management to ensure critical and fast-moving items are in stock.

11. To mentor and train staff in procurement/inventory management.

12. To update database of suppliers either local or overseas.

13. To monitor performance of suppliers and advise on new sources of supply.

14. To be updated on new sourcing techniques.

15. To sit on Committees as directed by Management.

16. To ensure bidding documents are prepared as per rules and regulation of the Company.

17. To ensure that the goods and services for the organisation are procured from competitive sources and in an effective and timely manner, in accordance with provision of the Public Procurement Act.

18. To perform any other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Chief of Procurement and Stores.

EFFECTIVE DATE: 29 OCTOBER 2026