

**DUTIES AND RESPONSIBILITIES**

**Publication Period: January 30 to February 14, 2024**

**CITY GENERAL SERVICES OFFICE – PROCUREMENT MANAGEMENT DIVISION**

**Plantilla Item No. 12 – Supervising Administrative Officer (Management and Audit Analyst IV) (SG 22)**

- 1) Responsible for the overall operations of the Procurement Management Division;
- 2) Responsible for the transparent and efficient purchasing of supplies and materials for City Government operations;
- 3) Ensure implementation of management systems adopted by the division;
- 4) Responsible for planning, directing or coordinating of activities between buyers, purchasing officers and other people involved in purchasing/procurement process;
- 5) Monitor the policies and procedures in relation to the procurement of goods, infrastructure projects and services;
- 6) Perform various secretariat duties in all Bids and Awards Committee, Technical Working Group;
- 7) Perform other duties and responsibilities as may be assigned from time to time.