

d) Purchase office:

- i) Sourcing, procuring materials, vendor development, preparing a comparative statement, inquiries on material purchase, inventory management, negotiating with vendors, and maintaining records.
- ii) Shall be responsible for sourcing, negotiating, and procuring materials from both local and overseas vendors.
- iii) Ensure strict adherence to the procurement SOP.
- iv) Shall be responsible for generating Purchase Orders and responsible for monitoring delivery as per schedules.
- v) Shall be responsible for evaluating supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the University's requirements and expectations.
- vi) Shall be responsible for evaluating supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the University's requirements and expectations.
- vii) Assets/deadstock/material –stock record verification and supervising.
- viii) To perform any other responsibilities and tasks necessary for the smooth functioning of the work and as assigned.