



**THE GOVERNMENT OF KADUNA STATE**  
**MINISTRY OF AGRICULTURE**

12<sup>th</sup> July 2021

**RECRUITMENT OF PROCUREMENT OFFICER FOR THE IMPLEMENTATION OF THE  
WORLD BANK AGRO-PROCESSING, PRODUCTIVITY ENHANCEMENT AND  
LIVELIHOOD IMPROVEMENT SUPPORT PROJECT (APPEALS)  
MINISTRY OF AGRICULTURE  
KADUNA STATE.**

The Kaduna State Government through the support of World Bank is implementing the Agro-Processing, Productivity Enhancement and Livelihood Improvement Support Project (APPEALS). The Project is aimed at enhancing agricultural productivity of small and medium scale farmers and improving value addition along priority value chains in the State.

The Project will be achieved through supporting farmers' productivity and their linkage to markets, facilitating consolidation of agricultural products and cottage processing, facilitating farmers and small and medium businesses' clustering and connection to infrastructure network and business services, providing technical assistance (TA) and institutional support to beneficiaries in value chain development. *Increased productivity, production, and improving processing and marketing of the targeted value chains that are expected to foster job creation along value chains.*

The Project implementation Unit (PIU) of Kaduna State APPEALS Project requires a **Procurement Officer**

**Functions and responsibilities:**

Under the supervision of the State Project Coordinator (SPC), the Procurement Officer is responsible for procurement, including procurement planning and implementation for all goods, works and services financed under the Project.

The specific duties of the position will include:

- i) Preparation of procurement plans for implementation of the project.
- ii) Preparation of procurement documents.
- iii) Implementation of the day-to-day procurement activities.
- iv) Initiation of procurement trainings and workshops
- v) Preparation and Rendition of procurement reports,
- vi) Carrying out any other duties as may be assigned by the State Project Coordinator.

**Qualifications and experience required:**

- i. At least first degree or HND in Engineering, Purchasing and Supply or Business Administration/Management. Possession of a higher degree will be an added advantage.
- ii. Minimum of 7 Years Post Qualification Experience in Procurement for World Bank/IDA or other donor assisted project as well as Knowledge of the World Bank Procurement Framework including use of STEP.
- iii. Knowledge on community contracting is an added advantage.
- iv. A good ability to use computer applications especially MS WORD, EXCEL, ACCESS and MS PROJECT
- v. Ability to communicate and write effectively in English.

Applications should be submitted not later than 12noon on 26<sup>th</sup> July 2021 to:

Office of the Commissioner of Agriculture,  
Ministry of Agriculture,  
State Secretariat,  
Independence Way,  
Kaduna.

*SIGNED:*

*COMMISSIONER, MINISTRY OF AGRICULTURE*