

PROCUREMENT AND LOGISTICS MANAGEMENT UNIT

Objective

To provide expertise and services in procurement, storage and supply of goods and services for the Commission.

Functions

- (i) To procure, keep and distribute election materials and equipment; and
- (ii) To monitor and track movement and warehousing of election equipment throughout election process and thereafter.

This Unit will be led by a Director and will be assisted by the Assistant Directors of

- (i) Procurement Section; and
- (ii) Logistics and Warehousing Section.

Procurement Section

This Section will perform the following activities:

- (i) Advise the management on matters pertaining to the procurement of goods and services; and logistics management;
- (ii) Develop and implement an annual procurement plan for the Commission;
- (iii) Procure, maintain and manage the supply of materials and services to support the logistical requirements of the Commission;
- (iv) Handle procure supplies, materials, store and distribute them timely;
- (v) Maintain and update inventory of goods, supplies and materials;
- (vi) Will be Secretariat to the Tender Board as per PPA;
- (vii) Perform functions of a PMU as stipulated in Para 35 of the Public Procurement Act No. 21 of 2004; and
- (viii) Liaise with division of Election management Services to establish and determine specifications, types and quantities of the registration, nomination and polling equipment and materials.

Logistics and Warehousing Section

The Section will perform the following activities:-

- (i) Advise and manage logistics of procured election materials;
- (ii) Receive, verify and store election materials;
- (iii) Pick and pack registration and election equipment and materials as per the established and agreed upon criteria/guidelines for all the established registration centers;
- (iv) Facilitate timely and effective distribution of Registration and election materials to the respective destinations;
- (v) Establish a checklist of returnable equipment and to ensure that the said equipment are returned, verified, counted, tested and properly stored;
- (vi) Maintain stock levels and prepare stores requirements;
- (vii) Maintain stores records i.e posting and issuing of stores in the respective Ledger books and issue vouchers;
- (viii) Conduct stock verification and carry out inventory auditing to identify surplus, unserviceable stores and inventories; and
- (ix) Issue stores supplies to user Departments/Units.