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## TERMS OF REFERENCE FOR PROJECT PROCUREMENT ASSISTANT

Description:

Reporting to the Project Procurement Officer, the Project Procurement Assistant will handle a variety of tasks that include: assisting in procurement, preparation of procurement plans, market survey and research; disposal of stores and equipment in accordance with laid down regulations and procedures; and preparation of periodic and annual Supply Chain Management reports? returns and any other related duties as may be assigned from time to time. More details are in the attachment herewith.

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