Procurement Officer

The University’s guidelines for procurement stipulate that Institutes and other organisations within the University have the following responsibilities and tasks: appoint procurement officer within the organization concerning the institutes procurement and purchase requirements. The appointment involves necessary training.

Procurement Officer tasks:

To use framework agreements that may be used by the university where all conditions are stipulated in the agreement.

To be responsible for direct procurement, i.e. purchases of goods and services that are rarely purchased and where the total order value for the entire university is less than the direct procurement limit. Each head of department shall decide which person/s are entitled to handle direct procurement.

In summary, the guidelines state that:

• Procurement Officer/s shall be appointed by the institution

• Procurement Officer/s as appointed by the head of department, are to make direct procurement and use the framework agreement

Perform tasks regarding procurement for the institution