



## **THE NATIONAL HUMAN RIGHTS COMMISSION**

**National Secretariat, Kotu (Opposite DSTV), KSM**

**Telephone: 4461713 / 4461717**

### **VACANCY ANNOUNCEMENT**

#### **Background**

The Procurement Unit is an integral part of the National Human Rights Commission as the duties and responsibilities of the **Procurement Assistant** are crucial to the smooth operation of the Commission. The role is critical to the effective and efficient operation of the Commission, supporting procurement activities that ensure ‘value for money’ and compliance with established procedures. The Procurement Assistant will be supervised by the Procurement Officer.

#### **Applications are invited from suitable candidates for the position of Procurement Assistant**

Under the supervision of the Procurement Officer, the **Procurement Assistant** will provide administrative and operational support to the procurement function, ensuring efficient and transparent procurement processes. The Procurement Unit plays a key role in supporting and promoting the mandate of the National Human Rights Commission (NHRC).

The successful applicant will work within the **Procurement Unit** of the NHRC and will report to the Procurement Officer.

#### **DUTIES AND RESPONSIBILITIES**

1. Assist in the development and review of procurement policies, processes and procedures;
2. Regular updating and maintaining the asset register;
3. Assist in the preparation of the annual Procurement Plan;
4. Assist in preparation of technical documents for procurement of works, goods and services;
5. Conduct procurement activities for works, goods and services in compliance with GPPA rules and regulations;
6. Implement procurement activities in accordance with specified GPPA and NHRC thresholds;
7. Assist with preparation of monthly/quarterly/annual procurement activity reports;
8. Participate in the preparation of the NHRC annual workplan and budget;
9. Serve as an alternate to the Procurement Officer in the Contracts Committee and other governance fora;
10. Ensure timely follow-up on purchase orders, delivery schedules, and payment processing;
11. Perform any other duties assigned by his/her supervisor that commensurate with the post;

## **QUALIFICATION & EXPERIENCE**

- Possess at least a **bachelor's degree** from a recognized university in a relevant field of study such as Procurement, Business Management, Public Administration or a related discipline;
- Minimum of **three (3) years** of untarnished work experience in a similar role in either the private or public sector;
- Knowledge of a wide range of procurement software;

## **OR**

- Possess at least a **Diploma** from a recognized tertiary institution in a relevant field of study;
- Have a minimum of **five (5) years** of untarnished work experience as a procurement practitioner;

## **PERSON SPECIFICATION**

- Strong computer skills, including proficiency in MS Office (Microsoft Word, PowerPoint, Excel, etc);
- Excellent communication and report writing skills;
- Demonstrate sound work ethics including the ability to meet deadlines;
- Demonstrate capacity to prioritize work and deliver results in a timely manner;
- Must be self-initiated and be able to work independently as well as in a team environment;
- Ability to exercise the highest level of responsibility in handling confidential and sensitive issues;
- Fluency in at least two (2) local languages spoken in The Gambia is an added advantage;

## **IMPORTANT INFORMATION FOR APPLICANTS**

Deadline for submission of Application: **Friday, 13<sup>th</sup> February 2026 at 12pm.**

**Remuneration: A competitive compensation and benefits package will be offered to the successful candidate.**

Applications along with relevant supporting documents including names and contact details of two referees and clearly marked: **“Application for Procurement Assistant”**, should be addressed to: **Executive Secretary, National Human Rights Commission, National Secretariat, Kotu - Google Code: C7WR+WFQ.** Applications can be submitted either in person at the National Secretariat or via email to: [advert@gm-nhrc.org](mailto:advert@gm-nhrc.org)

**Late or incomplete applications will not be considered. Prior to issuance of an offer letter to the successful candidate, a background and reference check will be conducted.** Due to the high volume of applications expected for the positions, only short-listed candidates will be contacted. ***The National Human Rights Commission is an equal-opportunity employer. Female candidates are strongly encouraged to apply.***

***NB: Only applications either hand-delivered or sent by email would be accepted.***

**Please note that NHRC does not tolerate sexual exploitation and abuse, including sexual harassment, and discrimination. Therefore, successful candidates will be expected to adhere to these standards and principles.**