

CIRCULAR

HCSF/SPSO/ODD/NCE/CND.100/S.9/T/35

The Presidency,
Office of the Head of the Civil Service
Of the Federation
Federal Secretariat,
Abuja,

11th December, 2018

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Honourable Ministers,
Secretary to the Government of the Federation,
Chairmen of Statutory Commissions,
Chairmen of Codes of Conduct Bureau/Tribunal,
Permanent Secretaries,
Chief of Defence Staff/Service Chiefs/Inspector-General of Police,
Clerk to the National Assembly,
Chief Registrar, Supreme Court,
Special Advisers/Senior Special Assistants,
Auditor-General of the Federation,
Accountant-General of the Federation,
Surveyor-General of the Federation,
Directors-General and Heads of Extra-Ministerial offices/Agencies and Parastatals,

APPROVED SCHEME OF SERVICE FOR EXECUTIVE OFFICER (PROCUREMENT) CADRE

The National Council on Establishments (NCE) at its 40th meeting held from 12th to 16th March, 2018 in Owerri, Imo State approved the creation of Executive Officer (Procurement) Cadre in the Schemes of Service on Grade Level 06-14 to serve as the sub professional Cadre to the existing Procurement Officer Cadre (GL 08 -17).

2. The structure of the approved Cadre is as follows:-

	POSTS		SALARIES
i.	Assistant Executive Officer (Procurement)	-	GL 06
ii.	Executive Officer (Procurement)	-	GL 07
iii.	Higher Executive Officer (Procurement)	-	GL 08
iv.	Senior Executive Officer (Procurement)	-	GL 09
v.	Principal Executive Officer II (Procurement)	-	GL 10
vi.	Principal Executive Officer I (Procurement)	-	GL 12
vii.	Assistant Chief Executive Officer (Procurement)	-	GL 13
viii.	Chief Executive Officer (Procurement)	-	GL 14

2. The new Cadre shall be incorporated in the subsequent Edition of the Schemes of Service.

3. This circular takes immediate effect and it is advised that the contents should be brought to all concerned.



Mrs. Winifred E. Oyo-Ita, FCA, NPoM
Head of the Civil Service of the Federation