

## **PROCUREMENT SPECIALIST/OFFICER SAMPLE JOB EXAM**

This exam is made of four main sections:

- **Section 1: Multiple Choice Questions**
- **Section 2: Short answer questions**
- **Section 4: Essay questions**

### **SECTION 1: MULTIPLE CHOICE QUESTIONS (ANSWER ALL THE QUESTIONS: 4 marks each)**

**1) What is the primary goal of procurement?**

- a) Minimizing cost
- b) Maximizing supplier relationships
- c) Ensuring timely delivery of goods and services
- d) All of the above

**2) Which of the following is NOT a commonly used procurement strategy?**

- a) Just-In-Time (JIT)
- b) Bulk Purchasing
- c) Direct Procurement
- d) Random Purchasing

**3) What is the purpose of a Request for Proposal (RFP)?**

- a) To invite suppliers to bid for the supply of goods or services
- b) To terminate a contract with a supplier
- c) To negotiate prices with a supplier
- d) To conduct market research

**4) Which term refers to the process of acquiring goods and services from an external source?**

- a) Sourcing
- b) Inventory Management

- c) Logistics
- d) Distribution

**5) Which document typically outlines the terms and conditions of a purchase?**

- a) Purchase Order
- b) Invoice
- c) Delivery Note
- d) Receipt

**6) Which of the following is an example of indirect procurement?**

- a) Raw materials for manufacturing
- b) Office supplies
- c) Production machinery
- d) Product packaging

**7) What is the main purpose of conducting a spend analysis?**

- a) To identify cost-saving opportunities
- b) To track supplier performance
- c) To improve inventory management
- d) To enhance employee productivity

**8) Which procurement document is used to request a formal bid from suppliers?**

- a) Request for Proposal (RFP)
- b) Purchase Order (PO)
- c) Request for Information (RFI)
- d) Contract Agreement

**9) What is the significance of Total Cost of Ownership (TCO) in procurement decisions?**

- a) It focuses on the initial purchase price
- b) It includes all costs associated with the purchase, use, and disposal of an item
- c) It only considers shipping and handling costs
- d) It refers to the cost of maintaining supplier relationships

**10) Which of the following best describes sustainable procurement?**

- a) Procuring goods at the lowest possible price
- b) Ensuring suppliers adhere to environmental and social standards
- c) Prioritizing speed of delivery over other factors
- d) Focusing solely on quality and performance

**SECTION 2: SHORT ANSWER QUESTIONS (CHOOSE 4 QUESTIONS: 10 marks each)**

**1) Explain the importance of supplier relationship management in procurement.**

**2) Describe the steps involved in the procurement process.**

**3) What are the key elements of a procurement contract?**

**4) Define 'procurement risk management' and explain its importance.**

**5) What is a 'Procurement Plan,' and why is it crucial for project success?**

**6) How can procurement professionals contribute to a company's sustainability goals?**

**SECTION 3: ESSAY QUESTIONS (CHOOSE 1 QUESTION: 20 marks)**

**1) Discuss the impact of technology on modern procurement practices.**

**2) Discuss the role of ethical considerations in procurement and how they can affect an organization's reputation and operations.**

END

GOOD LUCK!