

Common Unit to Fight against AIDS, TB & Malaria



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 To Fight AIDS, Tuberculosis and Malaria

JOB DESCRIPTION

1) POSITION PROFILE:	
Designation: Consultant (Deputy Manager Procurement)	Grade: HR to be filled
Name:	Division:
Department: Procurement and Supply Chain Management (PSCM)	Location: CMU Islamabad
2) ORGANIZATIONAL RELATIONSHIPS:	
Reports To: Head of PSCM Unit	Direct Reports to: Head of PSCM Unit
	Indirect Reports to: None
	Supervises: Procurement Officers
<p><i>This Job Description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as an exhaustive description of all the work requirements inherent in the job.</i></p>	
3) GENERAL JOB OBJECTIVE:	
<ul style="list-style-type: none"> • This is a consultancy contract designed to assist the PSCM Unit Head to run the procurement functions effectively, enhance the capacity of the PSM Unit to implement complex procurement, and to build the capacity of the Procurement Officers. • In addition to the management functions delegated by the PSCM Unit Head, the Consultant shall directly conduct and be responsible for all high value procurements conducted by the PSCM Unit, assisted by Procurement Officers. • Procurements are planned and conducted in a prescribed manner as per CMU procurement manual and in-country rules. 	
SCOPE OF SERVICES/RULES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Work under the direct supervision of the Unit Head PSCM and responsible for the operational activities pertaining to procurements of the Global fund grants. • Responsible to guide and get the annual procurement plans developed by different units of CMU, process these plans for internal approvals. • Responsible to follow each of the budgeted procurements and make all possible efforts to ensure that user departments initiate procurements on time and procurements are completed within the agreed timelines. • Responsible to conduct monthly meetings of all the procurement staff and assess the progress of each planned procurement, give guidance/instructions on cases lagging and present the findings to the National Coordinator or Deputy National Coordinator (as the case may be). • Responsible to build the capacity of public and private SRs procurement staff. Responsible to review aging of slow-moving procurement cases, identify the bottlenecks and seek guidance from PSCM Unit Head/ CMU higher management. • Responsible to conduct visits to public and private SRs for review of the progress of procurements assigned per their approved budgets • Assist Unit Head in processing all the on-going and future contracts for timely completion. • Assist the Unit Head in identifying the weaknesses of the system and finding out the remedial actions with joint wisdom. • Responsible to keep liaison with the country team for necessary communications on procurements. • Responsible to raise the direct disbursement requests to Country Team (as and when needed). • Responsible to liaise with international manufacturers/ suppliers on all international procurements. • In addition to the management functions delegated by the PSCM Unit Head, the Consultant shall directly conduct and be responsible for all high value procurements conducted by the PSCM Unit, assisted by Procurement Officers. 	

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- The consultant shall produce and distribute monthly and quarterly procurement status reports for all procurements conducted by the department, including contractual commitments and obligations.
- The consultant shall draft or review draft contracts prepared for all procurements conducted by the department or refer them for relevant review and approval, prior to execution.
- The consultant shall establish a contract monitoring and management system to ensure that all signed contracts are executed in line with the contract terms and conditions, including processing of required contract amendments.
- The consultant shall establish a Supplier Performance Monitoring and evaluation system and ensure that results feed into new procurements and ensure that all supplier complaints are resolved amicably.
- The consultant shall establish and manage an appropriate procurement records filing and management systems to ensure that all procurement records are completed and stored in a retrievable manner.
- The consultant shall develop and monitor Key Performance Indicators (KPIs) for the procurement staff under direct supervision.
- The consultant shall in every after twelve (12) months review the CMU procurement manual and propose areas for updating to the PSM Unit Head and seek relevant approvals.

MAJOR DELIVERABLES: SYSTEMS AND PROCESSES

- Updated procurement plans for all disease components for non-health and health goods, services and works;
- Communicate and liaise with user departments to ensure that all planned procurements are initiated on time, and document any reasons for delayed initiation or cancellation of planned procurements;
- Supplier pre-bid meetings are conducted for all high value procurements for goods, services and works.
- Establish framework contracts for all common user goods, services and works.
- Conduct monthly department meetings, evidenced by minutes of meetings, and minutes distributed to PSM Unit head and Senior Management.
- Prepare and distribute monthly and quarterly procurement status reports, indicating status of all CMU procurements, way forward and follow-up of recommendations;
- Conduct an annual supplier's meeting for all CMU suppliers of health and non-health goods, service and works;
- Review the current procurement records filing and storage system, propose improvement to PSM Unit head, and implement an improvement plan.
- Prepare and distribute a monthly and quarterly contract management status report showing the implementation status of all signed contracts, including supplier payment status, recommendations and follow-up
- Design a Supplier Performance Evaluation tool for major procurements, implement quarterly assessments, prepare and distribute bi-annual supplier performance reports.
- CMU Procurement Manual is updated on an annual basis, with approval from the GF.
- Conducts training needs assessment, designs and delivers formal thematic procurement and contract management trainings for CMU Procurement Officers, User Departments, private and public SRs, and where necessary requests GF to approve hiring of external procurement training consultants.
- KPIs for staff under direct supervision developed and monitored.
- Conducts field visits to SR to conduct procurement audit of all SR procurements.

MAJOR DELIVERABLES: PROCUREMENT TIMELINES

- Planned procurements are concluded in the period in which they are budgeted, by considering the procurement lead time when initiating new procurements.
- For public tenders, the maximum procurement lead time is ninety (90) days, counted from initiation of procurement to signing of contract.
- For public tenders, the maximum time between initiation of procurement and publication of tender is fourteen (14) days;

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- For public tenders, the maximum time between opening of technical bids and conclusion of financial evaluation is thirty (30) days;
- For public tenders, the maximum time between issuing the notification of award/intimation of award to signing of the contract is thirty (30) days;
- For small value procurement, the maximum procurement lead time is thirty (30), counted from initiation of procurement to signing of contract.
- For small value procurement, the maximum time between initiation of procurement and requesting for quotations is seven (07) days;
- For small value procurement, the maximum time between opening of technical bids and conclusion of financial evaluation is five (05) days;
- For small value procurement, the maximum time between issuing the notification of award/intimation of award/purchase order/work order to signing of the contract is five (05) days;
- Request for payment is submitted to Finance Department within thirty (30) days from the date of delivery of goods, service and works, this includes inspection and acceptance of goods and clearance from the Internal Audit Department.

MAJOR DELIVERABLES: KEY PROCUREMENTS

The consultant is expected to complete the following major procurements within the first six to twelve months of the consultancy contract:

- Conduct a Prequalification process for all common user goods, services and works to establish a list of pre-qualified suppliers, updated on an annual basis;
- Follow up on and ensure completion of the construction of the CMU Central warehouse, including installation of heavy- duty pallets and temperature control system;
- Work with the GF Country Team Health Products Specialist to procure technical assistance (TA) for the procurement and implementation of a Barcode enabled Warehouse and Inventory Management System;
- Implement all planned local procurements for health and non-health commodities, including, but not limited to:
 - Procurement of laboratory supplies.
 - Procurement of Covid-19 supplies).
 - Procurement and installation of Pressure Swing Adsorption (PSA) Oxygen plants as budgeted in the C19RM grant with assistance from UNDP.
 - Procurement for courier service provider of small parcels and documents.
 - Procurement for insurance service provider.

4) WORK INTERACTIONS:

Within Division or Department	Purpose
<ul style="list-style-type: none"> ◆ All Units (Procurement team, Supply Management team, Programme /Technical unit). 	<ul style="list-style-type: none"> ◆ For Assisting in management of all procurement activities related to the global fund grant.
Outside the Organization	Purpose
<ul style="list-style-type: none"> ◆ Service Donors ◆ Supplier Firm, and Freight Forwarding firm. ◆ Government 	<ul style="list-style-type: none"> ◆ Receipt of Goods from vendors. ◆ Goods Inspection Worksheet (GIWS) ◆ Space allocations ◆ Goods Receipt Notes (GRNs)

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5) QUALIFICATION & EXPERINCE:

Qualification	Skill Set
<ul style="list-style-type: none"> • Master’s degree in Business or Public administration, Economics, Project Management, Procurement or Pharmacy. • Additional specialized training in procurement at Diploma level and above or Level 6 CIPS Certification is an absolute advantage. • Maximum age:55 Years 	<ul style="list-style-type: none"> • Highly developed analytical and strategic thinking capacity. • Ability to work under high pressure in a complex and changing environment. • Ability to work in close partnership with a wide range of national and international organizations. • Excellent organizational skills. • Command over English language is a must with working knowledge of at-least two local languages • Ability to be proactive and fast in decision-making. • Ability to come up with innovative ideas and solutions.
<p style="text-align: center;">Experience</p> <ul style="list-style-type: none"> • A minimum of ten (10) years post qualification progressive working experience in procurement of which at least (05) years involve handling and executing large value procurements in a busy local or international organization. • At least five (05) years working experience a procurement management level, supervising and managing at least three (03) Procurement Officers or more junior staff. • Excellent knowledge of contract laws, Incoterms, supplier management, and implementing procurement improvement programmes within large organizations. • Excellent experience and knowledge of PPRA Rules, International NGO, USAID, World Bank or United Nations Procurement Rules, • Work experience with donor agencies like Global Fund, International NGO, USAID, World Bank or United Nations will be an asset. • Experience working in a public organization is an advantage. • Computer skills MS Office suit is mandatorily required. • Working Knowledge of ERP will be an added advantage. 	