

# Common Unit to Fight against AIDS, TB & Malaria



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**The Global Fund**  
 To Fight AIDS, Tuberculosis and Malaria

## JOB DESCRIPTION

<b>1) POSITION PROFILE:</b>	
<b>Designation:</b> Procurement Officer	<b>Grade:</b> M2 HR to be filled
<b>Name:</b>	<b>Division:</b>
<b>Department:</b> Procurement and Supply Chain Management (PSCM)	<b>Location:</b> CMU-PR-GFATM Islamabad
<b>2) ORGANIZATIONAL RELATIONSHIPS:</b>	
<b>Reports To:</b> Deputy Manager Procurement	<b>Direct Reports to:</b> Deputy Manager Procurement
	<b>Indirect Reports to:</b> PSM Head
<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>	
<b>3) GENERAL JOB OBJECTIVE:</b>	
<p>The position of Procurement Officer exists for Assisting and processing the procurement cases of the organization with regard to procurement of goods, services and works, hotel arrangements, other non-health commodities, documentation and reporting.</p>	
<p><b>Ensures implementation of operational strategies focusing on achievement of the following results:</b></p> <ul style="list-style-type: none"> <li>Develop and manage rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.</li> <li>Create various databases and key files necessary for contracting all selected/qualified vendors.</li> <li>Provides support to Deputy Manager Procurement to ensure adequate integration of procurement in grant/programme design, planning and implementation of procurement actions.</li> <li>Review procurement requests and initiate procurement procedures for office and projects equipment, supplies and services;</li> <li>Perform the procurement for the Programmes' travels, trainings and conferences, including purchase of air tickets, requisition preparation, arrangement of shipments, vehicle maintenance and conference facilities arrangements.</li> </ul>	
<p><b>Organizes procurement processes focusing on the following results:</b></p> <ul style="list-style-type: none"> <li>Organizes work and support the requisitioning units to develop clear and generic specifications and/or terms of reference.</li> <li>Implementation of proper procurement processes including RFQs, RFQs, tendering processes and evaluation, contractor appraisal, evaluation and negotiation of offers, management of the contract and contractor, legal considerations and payment conditions, risk assessment in full compliance with donor and procuring CMU/ procuring entity rules and regulations.</li> <li>Drafting minutes of meeting, evaluation reports and submissions to the Departmental Procurement Committee (DPC).</li> <li>Liaises with the suppliers after contract award to draft and agree proposed contracts/purchase orders; coordinates with Logistics and warehousing team for handover of the concluded procured goods for further planning of receipt and distribution.</li> <li>Provides weekly procurement updates to feed the work in-process and tracking sheets maintained by Dy. Manager Procurement.</li> </ul>	

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Ensures the organization of logistical services focusing on achievement of the following results:

- Monitors and tracks of all orders/shipments with regular follow-ups with the suppliers on timeliness of delivery.
- Advises the supervisor about any delays and possible deviations from the procurement plan, procedures and advise on possible corrective action.
- Maintaining electronic and hardcopy files and records to ensure proper accountability, internal & external audits and Local Funding Agent (LFA) for reviews.
- Perform any other related role as may be delegated by Deputy Manager Procurement, PSM head and CMU higher management, from time to time;

4) **WORK INTERACTIONS:**

Within Division or Department	Purpose
<ul style="list-style-type: none"> <li>◆ All Units (Warehouse team, Supply Management team, Programme /Technical unit).</li> </ul>	<ul style="list-style-type: none"> <li>◆ To perform and assist in management of all assigned procurement activities as per plan.</li> </ul>
Outside the Organization	Purpose
<ul style="list-style-type: none"> <li>◆ Service Contractors</li> <li>◆ Hotels</li> <li>◆ Supplies / Vendors</li> </ul>	<ul style="list-style-type: none"> <li>◆ Awarding / renewal of contracts</li> <li>◆ Hotel arrangements</li> <li>◆ Obtain quotations, issuance of IFB, RFP and final agreement for the procurement of goods and services.</li> </ul>

5) **QUALIFICATION & EXPERINCE:**

Qualification	Skill Set
<ul style="list-style-type: none"> <li>• Master in Business Administration/Commerce/Economic/public administration/procurement</li> <li>• Max. age 50 years</li> </ul>	<p><b>Operational Efficiency</b> Ability to identify and execute opportunities to improve operational efficiency.</p> <p><b>Quality Assurance</b> Ability to perform administrative and procedural activities to ensure that quality requirements and goals are fulfilled.</p> <p><b>Knowledge Management</b> Ability to efficiently handle and share information and knowledge</p> <p><b>Office Administration</b> Ability to manage day-to-day office activities to meet operational needs</p>
Experience	
<ul style="list-style-type: none"> <li>• Minimum five (05) years post qualification working experience at national or international level in procurement management is required.</li> <li>• Experience implementing public procurements and tenders in busy organizations is an absolute advantage.</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web-based management systems is desirable.</li> <li>• Knowledge of PPRA rules, international procurement rules, and contract laws is an advantage</li> </ul>	

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<ul style="list-style-type: none"><li>• Previous experience with government, donor agencies and working knowledge of the United Nations and Global Fund is an advantage</li></ul>	<hr style="border-top: 1px dashed black;"/>
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