

Common Unit to Fight against AIDS, TB & Malaria



Investing in our future
The Global Fund
To Fight AIDS, Tuberculosis and Malaria

JOB DESCRIPTION

1) POSITION PROFILE:	
Designation: Procurement Officer-Pharmacist	Grade: M2 HR to be filled
Name:	Division:
Department: Procurement and Supply Chain Management (PSCM)	Location: CMU-Islamabad
2) ORGANIZATIONAL RELATIONSHIPS:	
Reports To: Deputy Manager Procurement	Direct Reports to: Deputy Manager Procurement
	Indirect Reports to: 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>	
3) GENERAL JOB OBJECTIVE:	
<p>The position of Procurement Officer exists for Assisting and processing the procurement cases of the organization with regard to medicines, laboratory chemicals and consumables, laboratory equipment, health commodities and documentation and reporting. Procurement Officer may also participate in procurement for non-health goods, services and works.</p>	
<p>Timely procure and deliver Pharmaceuticals, health products, laboratory supplies and laboratory equipment:</p> <ul style="list-style-type: none"> Support the Deputy Manager Procurement in producing the Procurement Plan for pharmaceuticals, health product, laboratory supplies and laboratory equipment to be approved by the Global Fund and its implementation. Review the purchase requisitions ensure timely procurement through appropriate procurement method like RFQs, RFPs, EOIs, Competitive bidding, international procurement e.g., WAMBO and GDF etc. Prepare minutes of meeting, evaluation reports for submission to the Departmental Procurement Committee. In the supervision of Deputy Manager Procurement, support / facilitate external auditors. OIGs mission and LFA in procurement reviews and audits and provide required information and ensure, for the supervisor, follow-up on recommendations. Support the supervisor/Dy Manager Procurement in managing the contract with the Procurement Agent, vendor evaluation and contract renewals. Act as resource person for all procurement of pharmaceutical, health products, laboratory supplies, laboratory equipment issues that may come up during the implementation of the Global Fund grants. Maintain auditable procurement documentation in compliance with CMU and Global Fund standards. Actively support the supervisor/ Dy Manager Procurement in coordinating procurement activities with Project, Operations and Monitoring and Evaluation teams. 	
<p>Ensure the quality of medical products delivered and reporting:</p> <ul style="list-style-type: none"> Lead on quality assurance and quality control of all medical products at all levels of the supply chain i.e. from manufacturer to the end user warehouse. Ensure that all purchases strictly comply with national and Global Fund PSM polices, particularly in relation to quality assurance and quality control. Lead on the quality control of information that form part of purchase orders for pharmaceuticals and health products. Monitors and tracks of all orders/shipments with regular follow-ups with the suppliers on timeliness of delivery. Advise 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. 	

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- Perform any other related role as may be delegated by Deputy Manager Procurement, PSM head and CMU higher management, from time to time;
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4) WORK INTERACTIONS:

Within Division or Department	Purpose
<ul style="list-style-type: none"> ◆ All Units (Warehouse team, Supply Management team, Programme /Technical unit). 	<ul style="list-style-type: none"> ◆ For Assisting in management of all procurement activities related to Non-Health Products
Outside the Organization	Purpose
<ul style="list-style-type: none"> ◆ Service Contractors ◆ Supplies / Vendors ◆ Government 	<ul style="list-style-type: none"> ◆ Awarding / renewal of contracts ◆ Issuance of RFQs, EOIs, RFPs, IFB, B.D and Obtain quotations/proposals /bids and final agreement for supplies (Phamra & health products, lab supplies and equipment etc.)

5) QUALIFICATION & EXPERINCE:

Qualification	Skill Set
<ul style="list-style-type: none"> • Bachelor’s Degree in Pharmacy/PharmD is required. • Applicants with additional relevant Master’s Degree shall be given preference. • Max. age 50 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. • Ability to be proactive and fast in decision-making. • Ability to come up with innovative ideas and solutions.
Experience	
<ul style="list-style-type: none"> • Minimum five (05) years post qualification working experience at national or international level in procurement management is required. • Experience implementing public procurements and tenders in busy organizations is an absolute advantage. • Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web-based management systems is desirable. • Knowledge of PPRA rules, international procurement rules, and contract laws is an advantage • Previous experience with government, donor agencies and working knowledge of the United Nations and Global Fund is an advantage 	

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