

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Procurement Officer	1.2 Department/Project: Programme for Improved Nutrition in Sindh (PINS): ER-3 Component (Nutrition Sensitive Interventions) of PINS	
1.3 Category/Grade: Professional - 2	1.4 Duty Station: Islamabad with frequent travel to the programme areas in Sindh	
1.5 Reporting to: Programme Officer Administration & Procurement, RSPN		
2.0 Job Responsibilities		
<ul style="list-style-type: none"> i) Ensure that the procurement under the project is carried out according to the RSPN's procedures and donor's requirements; ii) Preparation of procurement plans for the project and monitoring their implementation; iii) Organise procurement processes including preparation and conduct of RFPs/RFQs, receipt of quotations, bids or proposals, their evaluation through concerned committees, negotiation of certain conditions of contracts in full compliance with rules and regulations of RSPN and donor (where applicable); iv) Preparation of Purchase orders and contracts of the selected vendors/service providers; v) Monitor effectively all pending orders/contracts up to the delivery of goods/services; vi) Ensure that the goods/services received are in compliance with the specifications mentioned in the purchase order/contract; vii) Maintain proper filing system related to procurement and of official correspondence with vendors. viii) Ensure periodic maintenance of all the equipment procured under the project. ix) Provide administrative support to the project team as and when required. x) Perform any other task assigned by the Supervisor and Programme Director. 		
3.0 Required Qualifications, Skill and Experience		
3.1 Education: Masters or equivalent degree in Business/Public Administration or relevant field from a recognized university.		
3.2 Skills: Candidate shall have good interpersonal, communication and negotiation skills and shall have sound knowledge of EU specific procurement policies and procedures.		
3.3 Experience: Minimum 3 years of relevant experience in procurement management.		