

DE-SUUNG
Guardians of Peace



Procurement Officer
Terms of Reference

1. Overall JOB DESCRIPTION



Designation: Procurement Officer

Division: Administration and Support

Reports to: Director General

Duty Station: De-suung Headquarter, Thimphu

Duration: One year on secondment with possibility of extension

Education: Bachelor's Degree/ Masters in Management Studies, Finance, Engineering or Procurement Management or other related field from a recognized university

Remuneration: From Parent Organization

2. JOB RESPONSIBILITY



Position Responsibilities:

- Plan, supervise and coordinate procurement activities of the De-suung for goods and services.
- Prepare and submit in a timely manner the annual procurement plans of the De-suung in accordance with its Annual Operating Plans.
- Examine relevant documents and liaise with suppliers to verify and develop specifications of purchase requests to determine the need for purchases.
- Consult price lists and catalogues and communicate with possible suppliers to obtain information on prices and services available, quality and availability of products and compare data to determine the best suppliers.
- Advise management of inherent contractual rights and obligations and valuates contract performance for compliance.
- Prepare and evaluate bidding documents and associated contracts, in accordance with the established procurement procedures, laws and regulations.
- Draw up tender lists based on requirements and study bids, comparing prices and specifications.
- Arrange for the Selection Committee to review tenders and prepare relevant paper work.
- Complete and forward Purchase Orders or Contracts to Suppliers or Consultants; negotiate and follow-up as required with respect to delivery of goods and services.
- Maintain records and support documents that are necessary to account for all purchases and distribution of goods and services.
- Arbitrate claims or complaints occurring during performance of Contracts.
- Undertake the project procurement activities, such as reviewing technical specification for goods and works ; researching market for procurement bid lists ;

reviewing Terms of Reference for consultant services ;preparation of bidding documents ; writing evaluation reports ; training of bid evaluation committees.

- Develop tools for capturing procurement data and identify progress towards the achievement of the procurement schedules.
- Undertake any other duties and responsibilities that may, from time to time, be reasonably requested by the management of the De-suung.
- Lead and guide De-suup volunteers for all procurement related requirements to support teaching and learning environment.

Knowledge with regard to ERP and e-GP systems will be an advantage.