

Job Description: Procurement Officer – IFRAP

Overview: The Procurement Officer will assist the Procurement Specialist in managing the procurement processes for the Integrated Flood Resilience and Adaptation Project (IFRAP). This position will support the implementation and monitoring of procurement activities, ensuring adherence to the project's guidelines and timelines.

Key Responsibilities:

- Collaborate with the Procurement Specialist to develop and update procurement plans for timely completion.
- Assist in drafting and reviewing Expressions of Interest (EOIs), Invitations for Bids (IFBs), Requests for Proposals (RFPs), and bid documents.
- Support the preparation and organization of bid evaluation meetings, including scheduling, document distribution, and recording meeting minutes.
- Maintain and update contract rosters and procurement records.
- Monitor procurement activities and ensure compliance with regulations, preventing fraud or pilferage.
- Assist in tracking and maintaining progress in the procurement management system (e.g., STEP).
- Provide technical support for evaluating and ensuring the quality of goods and services delivered by suppliers.
- Participate in technical meetings and contribute recommendations for procurement improvements.
- Support audit and review teams by organizing procurement documentation and ensuring clear records of procurement cycles.

Qualifications Required:

- **Education:** Bachelor's degree (sixteen years of education) in Business, Economics, Finance, Commerce, Social Sciences or relevant field
- **Experience:** At least 7 years of experience (after acquiring stipulated qualification) procurement and contract management with least five years of which should related to procurement of Goods, Works and Consulting Services Preferably in development sectors.
- **Skills:**
 - Familiarity with procurement guidelines and regulations (experience with international and national standards is a plus).
 - Proficiency in English and basic IT skills.
 - Knowledge of procurement tools and ERP systems
- **Attributes:**
 - Experience in community-driven development or infrastructure projects is preferred.
 - Understanding of the socio-economic and logistical context in regions similar to Balochistan.