

TORs
Assistant Director - Procurement
(Administration Department)

Position	Assistant Director - Procurement
Number of positions	01
Nature of Employment	Regular
Location	Islamabad
Duties and Responsibilities	- Preparing procurement plans for the purchase of the Commission various Departments as per PPRA rules. - Implementation of EPADs of PPRA - Reviewing, comparing, analyzing the approved products/ services to be purchased/procured. - Managing and updating purchase committees. - Maintaining and updating supplier information on ERP. Maintaining good supplier relations and negotiating contracts. - Drafting minutes, comparative analysis of prices/services etc for decision of the purchase committees. Preparing summaries/updates related to purchases as and when required. - Pre-qualification open and closed framework contract - Grievance Management/processing - Updating seniors and concerned operational department on the status of pending purchases/procurements. - Maintain files of purchase/procurement cases assigned by supervising officer and updating them regularly. - Processing related invoices in the ERP/online system. - Issuing/drafting purchase orders/work orders of the successful bidders/suppliers/service providers etc. - Assisting in internal and external audits of the procurement/purchase in financial year. - Any other work assigned by the Wing head or HOD/Director.
Qualification	Master's / Bachelor's degree (16 years of education) in Business/Supply Chain Management/ Public Administration from HEC recognized reputable university/institute.
Post Qualification Experience	At least Three (03) years of relevant post-qualification experience.
Age	Maximum age should not exceed 35 years on the last date of submission of applications. (Candidates, who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years).
Functional/Technical Skills	- Knowledge of Public Procurement Rules (e.g., PPRA rules). - Sound knowledge of EPADs will be preferred - Contract drafting, review, and management. - Cost analysis, budgeting, and cost-benefit analysis abilities. - Strong communication and negotiation skills. - Technical proficiency in procurement software i.e. Oracle ERP etc.
Soft Skills	- Good interpersonal & communication skills - Ability to work under tight schedules and meet deadlines on given