JOB DESCRIPTION

PROCUREMENT OFFICER

1 Department / Project(s)
Finance & Administration Department

2 Workplace
Kathmandu with some field visit (10%)

3 Reports to / Level
Finance & Admin Director

4 Supervises
Office Assistant

5 Authorized Equipment
Laptop, Pen Drive, shared printer, ADRA motorcycle/vehicle for official business

6 Job Summary
- Ensure quality goods and services are available on a timely manner.
- Make sure all procurement process follows ADRA Nepal and donor policies and procedures.

7 Required Competencies

7.1 Knowledge
- Bachelor’s in business administration or equivalent
- 3 years of work experience in procurement, logistics management or related area in similar organisations.

7.2 Skills
- Good computer and typing skills.
- Strong communication, coordination, and facilitating skills.
- Good Computer knowledge; especially excel and word
- Sound knowledge of government’s tax and VAT systems
7.3 Attitudes

- Follows procedures and policies; keeps to schedules; arrives punctually for work and meetings.
- Adapts to changing circumstances; accepts new ideas and change initiatives.
- Works productively in a pressurised environment; balances the demands of a work life and a personal life.
- Accepts and tackles demanding goals with enthusiasm; identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities.

8 Responsibilities and Expected Outcomes

8.1 Procurement

- Regular coordination with project and admin team for procurement activities.
- Support project teams in completing the required documents for procurement and assist in preparing the procurement plan.
- Collection of quotations for goods and services (guided by ADRA Nepal Procurement Policy) on receipt of the approved Purchase requisition forms.
- Maintain procurement files and ensure complete documentation of the processes.
- Lead the tender process and ensure proper documentation of the process.
- Lead negotiations with the vendors to secure better value for money.
- Prepare reports on purchases, vendor performance, including cost analysis.
- Maintain and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Prepare and update preferred vendors list and finalize contracts for regular procurement on a timely basis.
- Support partner organisations in completing the procurement procedures and documents as per the requirement of the funding agency.
- Maintain sound coordination and communication with all employees.

Outcome: All the required goods and services are purchased following appropriate policy, within budget and in a timely manner

8.2 Work Health, Security and Safety (WHSS)

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security, and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters which may affect workplace health, security, and safety to their supervisor.
- Correctly using any information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.
• Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
• Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

*Outcome: Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.*

### 8.3 Others

• Any other duties assigned by the Supervisor.