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**Municipal Services
Delivery Program**



Sindh Municipal Services Delivery Program (MSDP)

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Job Description of Assistant Director Procurement

Issue Date:
Feb, 2017

Job Title	Assistant Director Procurement	Department / Division	Procurement
Location	PMU, Head Office, Karachi	Grade	Equivalent to 17
Reporting to	Procurement Specialist	Reporting Positions	Procurement Staff
Terms of Service	Contract		

1.0. Statement of Position

The Assistant Director Procurement will work under the direct supervision of the Procurement Specialist to plan, execute and finalizes purchasing and procurement policy and strategies. He will also responsible for purchasing practices of goods and services according to available budget of PMU.

2.0. Duties and Responsibilities

The duties and responsibilities of the AD Procurement are as follow:

- 2.1. Assist Procurement Specialist in establishing comprehensive procurement practices and ensure appropriate levels controls over the project's resources and operations.
- 2.2. Responsible for planning, developing and buying materials, parts, suppliers and equipment in a timely and cost effective way; timely manner while maintaining appropriate quality standards and specifications according to program.
- 2.3. Develop and implementing purchasing policies and procedures, in conjunction with department leads and department specific requirement.
- 2.4. Lead Procurement teams for assigned division.
- 2.5. Liaise with AD Finance to ensure accurate and timely payment of invoices, as necessary for the business with the suppliers.
- 2.6. Develop and deliver purchasing and inventory reports, bit proposals required documents and Tender documents.
- 2.7. Review agreements in liaison with the contracts team and vendors to finalize the terms and conditions of goods/services being procured.
- 2.8. Prepare reports regarding market conditions and merchandise costs.

- 2.9. Maintains systematic record of procurement.
- 2.10. Provide any sort of relevant document to the higher management on their demand.
- 2.11. Preparation of the formats of Terms of References (TORs) and Request for Proposals (RFPs), evaluation of Expression of Interest (EOI) and Technical and Financial Proposals for selection of Consultants etc.
- 2.12. To participate in negotiation of contract terms on a range of central contracts and to monitor performance against these contracts.
- 2.13. To have up to date knowledge of related procurement legislation including SPPRA regulations for public procurement.
- 2.14. Prepare and review of Bidding Documents and Bid Evaluation Reports for award of contracts for goods and services.
- 2.15. Prepare internal Bid Evaluation reports for award of contracts.
- 2.16. Make formats for regular update of Procurement Plan and Contract Roster for procurement of goods and services.

3.0. Additional Job Functions

The AD Procurement exercise such other powers and perform such other duties as may be assigned to him, from time to time, by Procurement Specialist, and shall be responsible for prompt and proper implementation of his instructions.

4.0. Preferred Qualification and Experience

- MBA (Supply Chain Management) or Procurement from any HEC recognized university.
- Current knowledge and experience with various accounting standards, principles and pronouncements.
- Minimum 5 years of Procurement/ Supply Chain/ Logistics experience in any reputable Organization.
- Maximum 40 years, however age may be relaxed in exceptional/ experienced cases.

5.0. Knowledge and Skills

- Ability to influence, train and mentor staff to achieve objectives.
- Strong market awareness, attention to detail and problem-solving are also necessary attributes.
- Good knowledge of Sindh Public Procurement Rules and other relevant transparency rules/ laws.
- Ability to convey complex concepts through simplified approaches, tools and transfer knowledge to management.
- Excellent report writing skills: oral and written fluency in English essential.
- Expert level skills with Excel, Access and PowerPoint.

6.0. Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities of employees to this job.

	Name	Designation	Signature with date
Issued By			
Reviewed by			
Approved By			