

Assistant Manager Procurement

Job

Position Title: Assistant Manager Procurement
Reports To: Manager Procurement
Department: Procurement
Position Grade: III
Direct Reports:
Advertisement Date: 3rd April 2024
Last Date to Apply: 24th April 2024

Main Purpose (Role Summary)
<ul style="list-style-type: none">To assist Manager Procurement in formulating a consistent approach towards all sourcing, purchasing and tendering activity for the Fund. He/she will also assist in developing and executing procurement strategies.

Principal Accountabilities (Duties & Responsibilities)
<p>Key Responsibilities</p> <ul style="list-style-type: none">Responsible for the processing of purchase requisitions, purchase orders;Assist in Preparation of RFPs, receipt of quotations, bids or proposals, evaluation, negotiation of certain conditions of contracts in full compliance with rules and regulation;Monitor and forecast upcoming levels of demand;Assist Manager Procurement in carrying out market analysis to get the best purchasing deals;Ensuring the proper tracking of requisitions and purchase orders and update database;To identify new suppliers of goods and services to maintain a healthy competition;To be responsible for timely delivery of quality goods on the best price;Assist in managing services contract;Management of logistics and inventories management function.

Qualification & Experience
<ul style="list-style-type: none">MBA/MPA/Masters in Supply Chain Management from a well reputed HEC recognized University is a must;Minimum 3-5 years of relevant procurement experience.

Knowledge & Skills
<ul style="list-style-type: none">Sound knowledge of PPRA rules;Excellent communication, facilitation and interpersonal skills;Competent level skills in core IT application, particularly MS Office (Microsoft Words, Excel, PowerPoint);Ability to work under pressure with minimum supervision;Excellent communication and interpersonal skills;Strong computer skills, including Microsoft Office and learning management systems.

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