

Procurement Officer

Job Title	Procurement Officer
Reports to	Head, Procurement Unit
Function	Procurement function
Location	Corporate Office, Thimphu
Purpose of job	Responsible for the procurement of materials and supplies, including sourcing, contract negotiations, delivery and quality.
Duties, Responsibilities and Accountabilities (DRA)	
<ol style="list-style-type: none"> 1. Recommends and implement purchasing policies and procedures. 2. Establishes and approve sources of supply of all major items required by the organization. 3. Ensures that goods and services are obtained in accordance with specified requirements to meet quality, quantity, delivery date and best price. 4. Ensures timely compilation of purchase requisition (including checking of account assignment, correct specifications, UoM, etc). 5. Ensures a complete and correct creation and issuance of POs (including the annexures like additional specifications/catalogues/brochures, where necessary). 6. Ensures constant and consistent follow up on supplies with the suppliers in co-ordinations with Store keepers. 7. Timely discharging of bid and performance securities. 8. Timely follow up on rejected materials. 9. Timely closure of Purchase Orders. 10. Timely updation of documentations shared in the google drive (KPI Procurement cycle time, rejection list, Pending POs) 11. Liaises with relevant business units on forward planning of supplies, delivery dates and any adjustments/modifications to specifications. 12. Investigates sources of supply and report on new developments in materials or equipment. 13. Handles all major purchase contract negotiations for the organisation. 14. Develops and implement training and development programmes for Procurement section staff as appropriate, in order to maintain proper and effective standards of procurement work at all times. 15. Research and analyse international industry trends to develop future business strategies. 16. Benchmarks from other similar business organization and actively integrate these into new strategies. 17. Ensures there is a shared understanding throughout the Company of Druk Green Power Corporation's objectives and performance in relation to Procurement. 	
Functional Dimensions Contextual Information	
Staff	Colleagues
Internal/External Roles	<p>Internal: Maintains good working relationships with procurement, stores and other formations in Druk Green Power Corporation.</p> <p>External: Maintains excellent relationships and rapport with suppliers and customers.</p>
Qualification, Knowledge, Skills, Abilities and Experience	<p>Qualification: Degree in Civil Engineer.</p> <p>Knowledge and Skills: Leads, contributes to, and co-operates willingly with the team and promotes team spirit. Communicates needs clearly and effectively by clarifying responsibilities, goals and outcomes to be achieved. Actively promotes and adopts the creation and implementation of innovative approaches, new ideas and methods. Is able to consider requests to change plans and goals with an open mind; and to evaluate others' views logically.</p>
Key Performance Measures	

1. Compliance to procurement guidelines and procedures
2. Compliance to specification and quantity of goods and services
3. On time purchase and delivery of goods and materials
4. Timely reporting of data with accuracy
5. Budgetary compliance and resolving audit issues
6. According to EAS targets.