

Executive Engineer /Assistant Executive Engineer (E/M)

Job Title:	EE/AEE
Position Level	Managerial
Reports to:	Engineer In-Charge
Office:	Procurement & Contracts Division

Job Purpose:
Has the responsibility for administering procurement management for the project.
Responsibilities and Accountabilities:
<ol style="list-style-type: none">1. To prepare tender document/quotation.2. To conduct opening of tender document/quotation.3. To evaluate tender document/quotation.4. Passing and verification of bills (goods).5. Preparing evaluation reports on procurement of goods.6. Creating Vendor Master in SAP.7. Creating Purchase Order in SAP.8. Should forward of Bills, Bid security & Performance security to Finance Division.9. Keep Stocks Records/ Management of Store.10. To Issue NIT in newspaper.11. Parking documents and MIGO in SAP.12. Keep Stocks Records/ Management of Store.13. Any other works assigned from time to time.

Functional Dimension and Contextual Information	
Staff	<ul style="list-style-type: none">• Staff under respective Division
Internal/External Roles	<p>Internal: The job requires effective working relationships at functional departments/divisions/unit for procurement related matters.</p> <p>External: The job holder shall maintain a cordial and effective working relationship with contractors/consultants, financial institutions, suppliers, vendors and other relevant agencies.</p>
Qualification, knowledge, Skills and Experience	<ul style="list-style-type: none">• Minimum of Bachelor's Degree in E/M Engineering with at least 10 years of experience in case of EE & 5 years of experience in case of AEE with sound knowledge in procurement & Contract.• Should have a strong negotiation and influencing skills, effective communication and project management skills and the ability to inspire and manage change.

Key Performance Measures:
<ul style="list-style-type: none">i. Achievement of yearly targets.ii. Preparation of error-free bidding documents, issuance of NIT, evaluation of bids and award of works on time.iii. Avoidance of litigation, arbitration and contractual issues.iv. Amicable resolution and settlement of contractual ambiguities.v. Any other measures as determined by Management/Board.