

Procurement Officer

Job Title	Procurement Officer
Position Level	Managerial
Reports to	Manager, Contract Section
Function	Procurement services
Location	DGPC/Projects
Purpose of job	Responsible for the providing procurement services for goods, services and works in line with procurement manuals and delegation of power of the Druk Green
Duties, Responsibilities and Accountabilities (DRA)	
<ol style="list-style-type: none"> 1. Responsible for ensuring procurement processes and procedures are followed as per the manuals, delegation of powers and guidelines with the highest standard of integrity, quality and team work. 2. Propose purchasing policies and procedures for ensuring cost effectiveness and achieve the best value for money for the public procurement 3. Manage strategic and contractual relationship with key partners, contractors and suppliers to ensure value for money in compliance to all statutory requirements and procurement procedures 4. Ensure fair and equal access to the information for the bidding and post bidding 5. Achieve uniformity and standardization for procurement of works, services and goods. 6. Full compliance of procurement activities as per Druk Green rules, regulations, policies and Strategies. 7. Assist in conducting evaluation of bids 8. Carry out all tendering works of corporate office - Works (Civil & EM), Services(consultancy/routine) and Goods 9. Provide domain expertise in Contracts management (tendering, evaluation, negotiation, award, rate analysis, claim management and settlement, etc.) 10. Develop and sensitize on procurement policies and SBDs 11. Vetting of contractual issues 12. Consolidate and raise all PRs of corporate office 13. Provide support services of procurement to the subsidiary companies 14. Any other works assigned by the competent authority from time to time. 	
Functional Dimensions Contextual Information	
Staff	Staff who has direct link and association shall report to him or her
Internal/External Roles	<p>Internal: Work in co-ordination with Offices of Corporate Office and Plants for planning and scheduling of procurement services.</p> <p>External: Maintain excellent/healthy working relations with suppliers, manufacturers, consultants, contractors and all relevant external agencies.</p>
Qualification, Experience, Knowledge, Skills and Abilities	<p>Qualification: Bachelor's Degree in BBA/BCOM</p> <p>Experience: Minimum 5 years working experience in the contracts, management and procurement services</p>

	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Should have knowledge on procurement rules and regulations and contracts management (supervision and administration and compliances) • Knowledge on the following Acts and Rules and Regulations of RGoB <ul style="list-style-type: none"> ✓ The Companies Act of Bhutan ✓ Contract Laws of Bhutan ✓ Bhutan Schedule of Rates (BSR) for Works ✓ Specifications for Building and Road works ✓ Specifications for Electrical Works ✓ Alternative Dispute Resolution Act of Bhutan ✓ The Alternative Dispute Resolution Rules and Regulations of Bhutan 2019 ✓ Financial Threshold/Eligible Amount and Work in Hand Limits/ Maximum Number of Contracts for Works of CDB ✓ Customs Act of Bhutan ✓ Customs Rules and Regulation ✓ Sales Tax, Customs and Excise Act of Kingdom of Bhutan ✓ Sales Tax, Customs and Excise Rules and Regulation ✓ Rules on Income Tax ✓ Bhutan Trade Classification & Tariff Schedule ✓ TDS Guidelines ✓ Debarment Rules ✓ Property Management Manual • Should have knowledge on FIDIC documents • Should have broad understanding of DGPC business mandates aligned to its vision, missions and objectives • Lead and promote team spirit • Willingness to work beyond normal working hours <p>Leadership</p> <ul style="list-style-type: none"> • Ability to work closely with colleagues and people management skills • Ability to work successfully in complex environments/situations • Ability to establish and maintain collaborative partnerships • Ability to deal effectively in demanding situations • Strong business ethics and integrity <p>Communication Skills</p> <ul style="list-style-type: none"> • Strong oral and written communication skills
Key Performance Measures	
<ol style="list-style-type: none"> 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 Management Information System with accuracy
5. Budgetary compliance and resolving audit issues