

Terms of Reference

Position	: Procurement Officer
Qualification	: B.E Civil/Electrical/Mechanical
Employment Type	: Regular
Grade	: 7 (Pay Scale: 21990-550-32990)
Reporting	: General Manager, Corporate Services

- Responsible for developing and implementing procurement policies and procedure in accordance with the Organization's Procurement strategy.
- Manage the procurement process, from identifying the need for goods and services to delivery of those goods and services.
- Conduct market research to identify the latest products and services, trends, and pricing strategies in the market.
- Monitor contracts to ensure that suppliers meet their obligations and deliver goods and services in accordance with the agreed terms.
- Ensure that all procurement activities comply with relevant laws, regulations, and policies.
- Provide advice and support to other departments within the organization on procurement matters.
- Prepare reports and analyze procurement data to identify areas for improvement and cost-saving opportunities.
- Prepare quarterly budget requirements based on the procurement plans to enable FAS to prepare a cashflow plan.
- Review, compare, analyze, and approve products and services to be purchased in line with specific site requirement.
- Maintain and update supplier information such as qualifications, delivery times, product ranges, etc.
- Ensure timely delivery of goods/services by the vendors/service providers while quality/specifications are met.



- Prepare cost center wise purchase orders as per the requisitions.
- Carry out physical verification of fixed assets and inventories quarterly.
- Initiate the annual quotation in coordination with other relevant section.
- Ensure timely verification of supplier's bills and onward submission to the Accounts Section for pass and payment on time.
- Follow-up receivables and payable with the suppliers concerned.
- Physical reconciliation of stock with software inventory system.
- Arrange for the timely disposal of spare parts and dead stock and equipment under NHDCL.
- Distribute goods as per distribution list or purchase order.
- Monitor and record the issue and transfer of the assets.
- Any other responsibilities related to procurement and contracts that are not included above.