



Building for the Future

Terms of Reference for Asst. Procurement Officer

Job Title	Asst. Procurement Officer
Qualification	Degree in Materials and Procurement Management
Age	Above 18 and below 40 years
Grade and Remunerations	<ul style="list-style-type: none">● Grade VIII● Basic Pay for Grade VIII – Nu. 19,362 per Month● Corporate Allowance - 25% on Basic pay● PVBA/Bonus as per PMS● Other perks and benefits will be as per the Service Rule of the Company● Grade shall increase based on the experience and skill in the required field.
Type of employment	Regular
Report to	Head, Supply Chain Division
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	<ul style="list-style-type: none">● To assist the Head-supply chain division for all the procurement related work● Preparation and planning of procurement of all the materials/goods and services/annual rate contract etc.● Preparation of annual procurement calendar in consultation with the users/all functions in user friendly manner.● Should have good knowledge in the tendering process including logistics, taxes, bidding documents preparation, bids opening, preparation of CS etc.● Preparing minutes of tender related meetings and actively act as a member in various committees related to procurement.● Follow up with the vendors/parties for timely supply of goods and services● Ensure that procurement procedures and norms are strictly implemented in line with the Procurement manuals.● Review procurement documents and prepare orders.● Develop and monitor cost-reduction strategies and monitor inventory control procedures.● Devise and use fruitful sourcing strategies.● Negotiate with external vendors to secure advantageous terms.● Any other job assigned by the Head/Management


Chief Executive Officer

**CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)
DZONGKHAG: SAMTSE, BHUTAN**

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