

BRAC Microfinance (SL) Limited - Job Description

Procurement Officer

Department	Human Resource & Training
Job Title	Procurement Officer
Location	Country Office
Reporting to:	Lead HR&T
Level/Grade	4

1. ORGANISATION RELATIONSHIPS:	
Number of person Supervised (including the name of the positions):	N/A
Supervision received by: (Name of the position)	Lead HR & Training

2. PURPOSE:
A procurement officer is primarily in charge of overseeing the procurement of supplies and equipment for an organization, prioritizing cost-efficiency and quality. It is their duty to manage the company's supply inventory, compile and analyze procurement requests, develop purchase plans, handle purchase procedures, and maintain records of all transactions, producing reports regularly. They must also liaise and negotiate with vendors and suppliers, building positive relationships with them.

3. MAJOR RESPONSIBILITIES:
1. Responsible to coordinate with the program team in developing a quarterly procurement plan base on the program need.
2. In consultation with line manager, you will manage all aspects of RFQ process: competitive bidding, negotiation, and awarding of contracts to vendors.
3. Identification and tagging of Brac microfinance assets. Together with Finance work on the list of assets to know their depreciation status.
4. Collection of proforma invoices for procurement of good and services, ensure quality and the value for money is observe through this process.
5. Responsible for ensuring availability of adequate office supplies and materials for use in consultation with human resources.

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6. You will conduct Quarterly and Yearly Fixed Assets and Stock counts.
7. Responsible for submission of monthly stock reports
8. Responsible for updating the fixed assets register on periodic bases
9. Coordinate with procurement committee to review, evaluate, and approve specifications for issuing and awarding bids
10. Maintain accurate documentations /records for all procurement processes for review.
Safeguarding job responsibilities
<ol style="list-style-type: none"> 1. Read, understand, practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action. 2. Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

4. MAJOR CHALLENGES:
Timely delivery of materials and spares Quality of materials most times supplied Value for money

5. KEY PERFORMANCE INDICATORS (KPIs)
<ul style="list-style-type: none"> ✓ Maintain adequate records of purchase ✓ Provide the organization with the best possible goods and services in time with the best value for money ✓ Conduct cost comparison with different sources and analyse the market trend. ✓ Cordinate with accounts department to facilitate payments of vendors.

6. DECISION MAKING:	
Decision taken independently:	<ul style="list-style-type: none"> • Operational flow, core regular activities. Always liaise with procurement committee for advice and support.
Decision referred to the Supervisor:	<ul style="list-style-type: none"> • Strategic decisions

7. RELATIONSHIP TO OTHER ROLES:
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Within the Programme or Department (position names):	<ul style="list-style-type: none"> Procurement Committee
Outside the Programme or Department (Programme & position names):	<ul style="list-style-type: none"> Regional Managers, Area Managers, Programme Managers, IT Managers, Micro Finance, Country Head of Accounts

8. WHO DOES PERFORMANCE REVIEWS FOR THIS ROLE?
Lead HR & Training

9. ANY OTHER ADDITIONAL RESPONSIBILITIES?
Any other lawful instructions as may be directed by your supervisor

10. BUDGET under this POSITION: [Budget holds/provided to spend for the project or

11. NUMBER OF REPORTEES:	
Direct:	N/A
Indirect:	N/A

12. SPECIFIC EDUCATIONAL QUALIFICATION:	
Degree	Social Sciences
B. Sc Degree	Computer Social Sciences

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14. EXPERIENCE (including sector industry)

Computer data entering

15. PROFESSIONAL DEGREE / CERTIFICATION

N/A

13. KNOWLEDGE , SKILLS & COMPETENCIES:

- Communication skills
- Computer literacy skills (MS, Excel & Power pint)
- Internet knowledge
- Excellent time management, problem prevention and problem –solving skills
- Knowledge & skills in supply chain management
- Computer handling

Job holder's Name:

PIN

Signature