

Terms of Reference
Procurement Assistant

Background

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project with the total project cost of USD 55 million. The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

Objectives:

1. To support the Government of Punjab in implementing a cultural, heritage and tourism policy supported by comprehensive institutional reforms for effective implementation framework.
2. Leverage private sector's potential to create new economic opportunities for job creation, revenue generation, innovation, entrepreneurship and production efficiency increase.
3. To promote an environment of pluralism and tolerance in the Province through a raised awareness of a varied culture and heritage.

Major Responsibilities:

- Assist Procurement Specialist to prepare and update the procurement work plan
- Carry out the essential duties and responsibilities in the context of providing support to the procurement specialist on a full time basis and ensure efficient procurement and supplier management processes.
- Assist Procurement Specialist to prepare technical specifications from the procurement stand point of view, refine Terms of References (ToRs) and prepare Request for Proposals (RFPs), bidding documents, contracts and evaluation reports for the project using standard PPRA 2014 documents as per World Bank guidelines.
- Maintain all record and files of the procurement processes.
- Prepare and execute purchase orders and requisitions;
- Maintain contract management work plan and KPIs for smooth contract completion.
- Execute all of the above responsibilities in compliance with procurement laws, regulations and procedures of the World Bank/ Govt. of Punjab.
- Any other task assigned by Project Director/ immediate supervisor.

Qualification & Experience:

- Sixteen years of education in Business Administration, Supply Chain, Economics, Management or related field from a reputed, HEC recognized national or international university.
 - At least 3 years of work experience in Public & Private Sector especially in the field of Public Procurement.
 - Knowledge of National/World Bank procurement rules and regulations.
 - Knowledge of all purchasing approaches, substantive knowledge of procurement policies, processes and procedures.
 - Proficiency in preparing Bidding documents, RFQs, File Management system & record keeping
 - Excellent IT & Communication skills.
 - Prior experience of working in the donor funded project is highly desirable.
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