

Procurement Specialist (SPPS-III)
Ministry of Industries and Production (MoIP)

Qualifications & Eligibility:

- *Academic Requirements:*
 - Master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Economics, Engineering, or a related field from an HEC-recognized university.
 - Professional certifications such as CIPS (Chartered Institute of Procurement & Supply), CPM (Certified Procurement Manager), PMP (Project Management Professional), or equivalent are preferred.
- *Professional Experience:*
 - Minimum 8 years of relevant experience in public sector or donor-funded procurement projects.
 - Demonstrated expertise in applying PPRA (Public Procurement Regulatory Authority) rules and procurement procedures of major donors such as World Bank, ADB, or others.
 - Proven track record in procurement planning, tendering, contract management, and engagement with diverse stakeholders.
 - Experience within government ministries or public sector development projects is highly desirable.
- *Skills & Competencies:*
 - Comprehensive knowledge of procurement systems, regulatory frameworks, and compliance standards.
 - Strong analytical, organizational, and negotiation capabilities.
 - High integrity, commitment to transparency, and ethical procurement practices.
 - Proficiency with MS Office, ERP procurement modules, and procurement management software.
 - Excellent communication and training skills to build procurement capacity.

Key Responsibilities:

1. *Procurement Planning:*
 - Develop and regularly update annual procurement plans in alignment with project timelines and budgets.
 - Coordinate with technical and project teams to identify procurement needs and specifications.
2. *Procurement Execution:*

- Prepare bidding documents such as Expressions of Interest (EOIs), Requests for Proposals (RFPs), and Requests for Quotations (RFQs) compliant with PPRA and donor regulations.
- Manage procurement processes including advertisement, pre-bid meetings, bid opening, evaluation, and contract award ensuring transparency and competitiveness.

3. *Contract Management:*

- Monitor contract implementation, performance, and compliance with terms and conditions.
- Maintain accurate procurement records, contract databases, and supplier performance logs.
- Assist in resolving disputes, delays, and contract-related issues.

4. *Compliance and Reporting:*

- Ensure all procurement activities comply with PPRA rules and applicable donor guidelines.
- Prepare and submit monthly and quarterly procurement status reports to internal management and external stakeholders.
- Support audit processes and implement corrective measures as needed.

5. *Capacity Building:*

- Conduct training sessions for MoIP and project staff on procurement regulations and best practices.
- Contribute to the development and updating of Standard Operating Procedures (SOPs) and procurement manuals.

Core Competencies:

- Strong knowledge of public procurement regulations and donor guidelines.
- Excellent project coordination, negotiation, and problem-solving skills.
- High ethical standards and dedication to transparency and accountability.
- Effective communication and interpersonal skills to liaise with stakeholders.
- Proficient in procurement software and data management tools.

Monitoring & Evaluation:

- Track and review procurement process adherence and effectiveness.
- Evaluate supplier performance and contract compliance regularly.
- Generate reports and insights to improve procurement practices and outcomes.

Remuneration

- As per SPSS-III pay scale: Competitive government salary and benefits according to Government of Pakistan rules.