

**Terms of Reference
for the
ASSOCIATE PROCUREMENT OFFICER**

Job Title	:	Associate Procurement Officer
Official Station	:	National Project Coordination Office
Reporting Responsibilities	:	He/She shall report directly to the PRDP Procurement Head.
Job Type	:	Contractual
Monthly Salary	:	Php 45,000.00

Job Description :

The Associate Procurement Officer shall provide expertise in the information technology to support to the daily activities and proper functioning of the Procurement Unit in relation to undertaking various procurement under PRDP (works, goods & consulting services).

- Maintain database of subprojects of IBUILD and IREAP, contracts profile, procurement request action slip, SBAC resolutions and work order for report generation and monitoring;
- Assist in the preparation of communications to NPCO, PSOs, & RPCOs;
- Provide administrative support to the SBAC;
- Assist in the preparation of minutes of meetings and resolutions of the SBAC;
- Assist the Procurement Unit in the monitoring of procurement activities;
- Assist in advertising and/or posting of bidding opportunities including bidding document and notices of awards.
- Responsible for the sharing of procurement information to World Bank, PSOs & RPCOs through google drive
- Assist during Procurement trainings; and
- Perform other tasks as may be required by higher authorities.

Expected Outputs:

The provision of technical support to the Procurement team at all levels is expected to generate the following output:

- Sharing of information through google drive
- Uploading of Philippine Bidding Documents in PhilGEPS
- Posting of Invitation to Bid in PhilGEPS
- Maintain database for the I-BUILD, IREAP and I-PLAN

Qualifications:

- Education: At least a college graduate of any four (4) year course ; and
- Has at least two years working experience in Information Technology.

In addition, the applicant should have:

- Computer literacy, knowledge in Microsoft Excel and Word;
- Excellent writing skills;
- Strong interpersonal and teamwork skills; and
- Willingness to conduct field travels.

Reporting Responsibilities:

The Associate Procurement Officer will be directly reporting to the Procurement Head and ensure close coordination with the I-PLAN, I-BUILD, and I-REAP components and other units.