

Terms of Reference
ASSOCIATE PROCUREMENT OFFICER

Job Title	:	ASSOCIATE PROCUREMENT OFFICER
Official Station	:	Program Support Office (PSO) Luzon B
Reporting Responsibilities	:	He/She shall report directly to the PRDP Procurement Head. He/She will also work in close coordination with I-BUILD, I-REAP, and I-PLAN components and other units to provide technical assistance to the World Bank Harmonized Procurement Guidelines and Procedures
Job Type	:	CONTRACTUAL
Monthly Salary	:	Php 45,000.00
Job Description	:	The Associate Procurement Officer shall assist in undertaking various procurement under PRDP (works, goods & consulting services).

- Assist in the Procurement Trainings;
- Assist in the preparation of Bid Evaluation Report and Awards Recommendation;
- Assist the NPCO Bids and Award Committee;
- Assist in the preparation of the Procurement Plan and other reports in relation to Procurement;
- Assist in the preparation of communications to NPCO, PSOs, & RFUs

Expected Outputs:

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

- accordance with the WB Harmonized Procurement Guidelines

Qualifications:

- At least with Procurement training in works, goods, or consulting services, and one (1) year of relevant experience
- Education: At least a college graduate

In addition, the applicant should have:

- Computer literacy, knowledge in Microsoft Excel and Word;
- Excellent writing skills;
- Strong interpersonal and teamwork skills;
- 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-BUILD, I-REAP, & I-PLAN components and other units.