

Terms of Reference
PROCUREMENT OFFICER

Job Title	:	PROCUREMENT OFFICER
Official Station	:	National Program Coordination Office (NPCO)
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 NPCO, PSOs, RCPOs regarding the compliance to the World Bank Procurement Guidelines.
Job Type	:	CONTRACTUAL
Monthly Salary	:	Php 50,000.00
Job Description	:	The Procurement Officer shall provide technical assistance in various procurement under PRDP (works, goods & consulting services).

- Coordinates and assist LGUs participating throughout the island regarding compliance to harmonized bidding documents being used by the program components;
- Assist in the preparation of Philippine Bidding Documents
- Attend Pre-procurement Conferences, Pre-bid Conferences and Opening of Bids for the Procurement of Works;
- Prepare No Objection Letter for all contracts within the threshold at the NPCO;
- Assist in the preparation of Bid Evaluation Reports and Awards Recommendation
- Assist in the preparation of communications to NPCO, PSOs, & RFUs in relation to Procurement Unit

As support to BAC Secretariat:

- Provide administrative support to the SBAC;
- Prepare minutes of meetings and resolutions of the SBAC;
- Assist the PRDP Procurement Unit in monitoring procurement activities
- Advertise and/or post bidding opportunities including Bidding Documents and Notices of Award

Expected Outputs:

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

- Procurement of goods, works and consulting services in accordance to the agreement made by the Philippine Government and World Bank.

Qualifications:

- He has at least two (2) years of experience in implementing of infrastructure subprojects
- At least graduate of Civil Engineering Course
- Registered Civil Engineer is an advantage

In addition, the applicant should have:

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

Reporting Responsibilities:

The 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.