

**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. He/She will also work in close coordination with component 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 (with more focus in procurement of I-REAP Projects).
- Assist in the Procurement Trainings (priority I=REAP Trainings);
 - Review the Awards Recommendation for the procurement of goods and works under I-REAP;
 - Assist the PRDP NPCO Bids and Award Committee (SBAC);
 - 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 relevant experience in cooperatives or people's organization demonstrating the knowledge in the procurement of the goods managed by the said organizations;
- Education: At least a college graduate of any four (4) year course

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.