

**Terms of Reference  
For the**

**PROCUREMENT OFFICER**

<b>Job Title</b>	:	<b>PROCUREMENT OFFICER</b>
<b>Official Station</b>	:	PRDP-Regional Project Coordination Office (RPCO) 8 DA-RFO 8, Tacloban City
<b>Reporting Responsibilities</b>	:	He/She shall report directly to the PRDP Procurement Unit 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 relative to the World Bank Harmonized Procurement Guidelines and Procedures.
<b>Job Type</b>	:	CONTRACTUAL
<b>Monthly Salary</b>	:	Php 48,000.00
<b>Job Description</b>	:	The Procurement Officer shall provide his/her expertise in undertaking various procurements under the PRDP (works, good and consulting services).

- Assist in the conduct of Procurement Training;
- Assist in coaching the PRDP proponents on the Harmonized PRDP-World Bank Procurement Process;
- Assist in the preparation of Bid Evaluation Report and Awards Recommendation;
- Assist the RPCO Bids and Award Committee;
- Assist in the preparation of the Procurement Plan and other reports relative to procurement;
- Assist in the preparation of procurement related communications to NPCO, PSOs, and LGUs.

**As support to BAC Secretariat:**

- Provide administrative support to the BAC;
- Prepare minutes of meetings and resolutions of the BAC;
- Assist the PRDP Procurement Unit in monitoring procurement activities;
- Advertise and/or post bidding opportunities including Bidding Documents and Notice of Award;
- Assist in serving Request for Quotations to prospective suppliers or in canvassing activities.



**Expected Outputs:**

The provision of technical support to Procurement Team at all levels is expected to ensure that all procurements undertaken are in 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: Preferably a graduate of Bachelor of Laws or Accountancy.

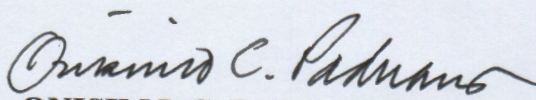
**In addition, the applicant should have:**

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

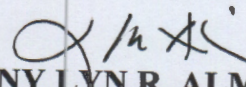
**Reporting Responsibilities:**

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

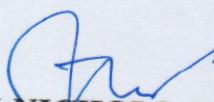
Prepared by:

  
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Procurement Unit Head

Recommending Approval:

  
**JENNY LYN R. ALMERIA, Ph.D.**  
PRDP Deputy Project Director

Approved by:

  
**U-NICHOLS A. MANALO**  
OIC-Regional Executive Director &  
PRDP-RPCO 8 Project Director