

Assistant Manager Procurement

Department: Administration

Reports to: Director Operations & HR

Education:

- Minimum 16 years of education in Supply Chain Management, Business Administration, Public Administration, Finance, or equivalent in a related discipline from an HEC-recognized institution.

Experience:

- Minimum 5 years of relevant post-qualification experience in procurement, supply chain management, or related fields.
- Preference will be given to candidates with experience in public sector organizations, state-owned enterprises, or reputable multinational companies.

Age: 40 years

Job Description:

- Ensure compliance with PPRA regulations and PSEB policies and applicable rules and regulations throughout procurement processes.
- Prepare and manage procurement documents, including Invitations to Bid, RFPs, Tenders, EOIs, Pre-qualification Documents, in line with PPRA rules and hands-on experience in conducting procurement using EPADS.
- Proficiency in procurement software and Microsoft Office Suite (Word, Excel, PowerPoint etc.).
- Process purchase requisitions, purchase orders, and contracts efficiently while verifying contractor invoices for accuracy.
- Maintain accurate procurement records and databases for audit and compliance purposes.
- Identify and engage vendors to promote competition, secure favorable pricing, and monitor supplier performance for quality and timely delivery.
- Monitor demand levels and conduct market research to identify cost-saving opportunities and secure competitive deals.
- Manage service contracts, oversee logistics, and support inventory management functions.
- Collaborate with internal teams to streamline procurement activities and resolve issues.
- Contribute to developing strategies to improve efficiency, transparency, and compliance in procurement.
- Perform additional tasks as assigned by management.