

Punjab Affordable Housing Program (PAHP)
Job Description / Terms of Reference

Position	Specialist Procurement
Qualification	• Master's degree in Procurements and Contract Management / Business Administration / Finance / Law / Engineering or a related field from a reputable HEC recognized university. • Additional professional certifications in procurement, supply chain management, and contract management will be preferred.
Experience	Minimum 8 years of relevant experience in procurement, supply chain management or contract management in the public or private sector. Relevant experience in public sector and/or donor-funded programs and projects will be desirable
Job Descriptions	• Prepare and regularly update the Procurement Plan • Maintain coordination of project activities and be responsible for the following up with management in the achievement of all procurement-related targets • Implement operational strategies and procedures. • Projects' budgets management and organization of an optimal cost-recovery system. • Prepare and review technical specifications from the procurement standpoint of view, refine Terms of References (TORs) and prepare Request for Proposals (RFPs), bidding documents, contracts, and evaluation reports for the project. • Ensure that the project activities are conducted in strict compliance with the Financing Agreement. • Responsible for all procurements in accordance with applicable Procurement Regulations and in compliance with Bank's Anti-Corruption Guidelines. • Monitor project spending against planned activities on monthly basis and initiate required corrective and preventive measures. • Any other task assigned by the Project Director and Deputy Project Director(s) / Senior Specialist Procurement