

Terms of Reference

Post Title: Procurement & Supply Management (PSM) Officer

Duration: Contract period will be based on the staff performance

Duty Station: National Centre for AIDS & STD Control (NCASC)/Logistics Management Division, Kathmandu

Background:

Government of Nepal, Ministry of Health and Population (MoHP), under the Global Fund to Fight AIDS, TB and Malaria (GFATM) supported programme, is looking for highly motivated candidates for the post of PSM Officer to implement HIV/AIDS prevention and control activities through National Centre for AIDS and STD Control (NCASC). The PSM Officer will oversee all procurement related activities with support from the Administration and Finance Team. The Officer will have the following main responsibilities:

Duties and Responsibilities:

- Under the overall guidance and supervision of the Director of NCASC, the Procurement Officer is responsible for development and implementation of Procurement Plan in accordance with procurement and quality assurance policy of the GFTAM and with the financial rules and regulation of the Government of Nepal.
- Prepare Procurement plans undertake reviews as and when needed by the program or The Global Fund.
- Undertake procurement as per the Global Fund consolidated PSM Plan, prepare bid documents, bid evaluation reports, arrange bid evaluation committees, prepare contract awards for approval by assigned approval authority, and liaise with suppliers receiving contract awards in respect of procurement of HIV/AIDS health and non health products and services.
- If and when required to do so by the Global Fund or decided to do so by Director LMD, arrange procurement of HIV /AIDS health/non-health products.
- Assist with the drafting of Procurement Committee papers and memos and attends Procurement Committee meetings as and when required.
- Identify any non-compliance with Procurement Guidelines, and recommends measures for improving procurement process.
- Participate in evaluating the procurement and contract work.
- Prepare annual contract award projections and monitors the actual contract awards.
- Review quarterly progress reports from the aspects of procurement and contract awards.
- Identify procurement issues and capacity to procure efficiently and possible training needs.
- Coordinate with the LFA and the GFATM on procurement and consulting services.
- Provide support to deliver training on procurement as per Global Fund guidelines to LMD staff as part of a capacity building plan sanctioned by the Director LMD and the Global Fund.
- Keep update on Global Fund policies, guidelines and procedures on procurement.

- Keep update on anticorruption policy requirements, definitions of fraud and corruption and maintaining confidentiality. Disseminate relevant information on the anticorruption policy to Global Fund staffs.
- Field visit to service delivery points as required.
- Others duties as may be assigned by the Director.

Required Qualification:

A candidate should have Masters Degree in Commerce/Business Studies or related fields and 2 years of work experiences or Bachelor Degree in Pharmacy and 5 years of work experiences. Preference will be given if candidates have medical/pharmacy or public health background.

Work Experience and Competencies:

- At least 2 years experience in procurement and supply management of health/non-health commodities.
- Knowledge on the GFATM's procurement and Quality Assurance Policies.
- Demonstrated ability to prepare Procurement Plan in coordination with relevant stakeholders.
- Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Ability to work with a minimum supervision and in a high pressure.
- Ability to communicate technical procurement matters in a simple and clear manner.
- Advance Computer skills in MS Excel, MS Word, power point and other database.

Language Requirements:

- Excellent written and spoken language skills in English.