

Procurement Officer:

Job Description:

Institute of Social and Policy Sciences (I-SAPS) is mandated to undertake multi-disciplinary research, developing human resources, informing public policies, optimizing development initiatives, and engaging state and market actors for sustainable development. I-SAPS is engaged in research and analysis, policy dialogues and advice, teaching and capacity building, and providing technical assistance support to public, private and development sector organizations and their staff. The Institute also engages in development projects at selected geographical areas. I-SAPS is currently undertaking an initiative titled 'Improving Girls Education Activity (IGEA) in Pakistan in Khyber Pakhtunkhwa including newly merged districts. For the implementation of project activities, I-SAPS is hiring Procurement officer at Peshawar office.

Specific Responsibilities:

The Position will be based in Peshawar. The Position will be required to:

- Responsible for all the procurement activities of the project.
- Ensure all purchasing is being made in accordance with the requisition and within the allocated budget.
- Abide by all the formal/ codal formalities of procurement
- Responsible for preparation of procurement plan in line with the organization procurement policy and ensure that policy is being followed in true spirit.
- Responsible for managing vendors, preparation of RFQs, comparative statements, purchase orders, purchase contracts, market research, etc.
- Remain vigilant for timely provision of essential items (as described by management from time to time).
- Responsible for maintaining all record pertaining to procurement.
- This position will report to home office HR and Logistic Manager.
- Any other task assigned by the management

Qualifications/Experience:

- 4 Years Bachelor/Masters' Degree in relevant field.
- At least 5 years' experience in the relevant field.
- Proficient in MS Office, MS Word, outlook, website management etc.
- Good communication skills in English

Apply:

Please send your CVs to hrs@i-saps.org by September 23, 2022.