

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Administration & Procurement Officer	1.2 Department/Project: Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme	
1.3 Category/Grade: Professional-2	1.4 Duty Station: Islamabad, with travel to the programme areas in Sindh as and when required	
1.5 Reporting to: Programme Officer Administration & Procurement, RSPN		
2.0 Job Responsibilities		
<ul style="list-style-type: none"> i) Perform all procurement related activities of the project in compliance with RSPN rules and regulations and donor's requirements (where applicable); ii) Preparation of procurement plan for the project and monitor its implementation in order to carry out successful procurement activities in a timely and efficient manner; iii) Maintain proper filing system for all procurement documents; iv) Prepare the necessary documentation related to all kinds of purchases and procurements for payments and reimbursements; v) Provide support in responding to internal and external audit needs, queries and reviews and ensure the implementation of audit recommendations (if any) in a true spirit. vi) Provide support to project team in day-to-day administrative activities of the project; vii) Make logistical arrangements for project staff during their official travels; viii) Provide support in organising events like workshops, seminars, retreats etc.; ix) Maintain proper filing system related to procurement and of official correspondence with vendors; x) Ensure periodic maintenance of all the equipment procured under the project and maintain its record; xi) Responsible for proper maintenance and management of project vehicles; xii) Perform any other task assigned by the Supervisor and Programme Manager, SUCCESS-RSPN. 		
3.0 Required Qualifications, Experience and Skills		
3.1 Education: Masters or equivalent degree in Business/Public Administration or any other relevant field from a recognized university.		
3.2 Experience: <ul style="list-style-type: none"> - Minimum 3 years of progressively responsible experience in procurement management (including considerable experience related to administration) is required. - Experience of working with/in EU and other donor funded projects will be an advantage. 		
3.3 Skills: <ul style="list-style-type: none"> - Knowledge of EU procurement guidelines is desirable; - Efficient in using computers and office software packages (Microsoft Word, Excel, PowerPoint); - Fluency in English is required both spoken and written; - Self-motivated, team player and action oriented. 		