

## **TOR for the post of ' Procurement Management Assistant '**

### **Essential Qualification:**

- Graduate (from a Govt. recognized University) in any discipline.
- Post Graduate in MBA (from a Govt. recognized University) will be preferred.

### **Experience:**

- In-depth knowledge and understanding of procurement guidelines and procedures with
- Experience in supporting procurement related activities in any World Bank funded pr

### **Competencies Required:**

- Strong conceptual, analytical skills with clarity of thought process and problem solving
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessar

### **Key Job Responsibilities:**

**The Procurement Management Assistant will report to the Procurement Specialist of the AIWTDS.**

- He/ she will assist in development of procurement plans, implementation schedules,
  - Assist Procurement Specialist of AIWTDS throughout the procurement process;
  - Review Requisition submitted by the stake holders for completeness and compliance
  - Provide administrative support to the PMU in procurement management and contract
  - Prepare draft Invitation for Bid/Bidding Document/ Requests for Expression of Interest bid meeting/Minutes of pre- proposal conference, taking into account applicable polic
  - Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Techni
  - Prepare Minutes of the Bid/Consultancy Proposal Acceptance Committee meeting of
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- Prepare procurement documentation to ensure the application of and compliance wit
  - Provide reference and guidance to other Support staff of the AIWTDS on World Bank
  - Assist in finding viable solutions to contract administration issues;
  - Identify operational gaps in contract administration procedures and recommend impr
  - Conduct initial routine review of procurement documentation to ensure quality of supp
  - Assist during Post Procurement Audit by the World Bank/Consultants engaged for th

procedures are highlighted to the Procurement Specialist of AIWTDS for necessary action/resolution;

- Assist in raising awareness within the AIWTDS on contract administration issues, prob compliance issues;
- Any other official responsibilities as assigned by the management of AIWTD Society

### **Integrity**

- Must have an unblemished service record.

### **Remuneration:**

The monthly fixed remuneration will be upto Rs. 50,000 per month or 30% hike on the existing remuneration whichever is less.

### **Period of Service:**

The contract period would be upto one year subject to the extension of the project and subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.