

ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1. | Position Title | : | Assistant Procurement Officer/ Procurement Officer |
| 1.2. | Position Level | : | PL8/PL7 |
| 1.3. | Occupational Group: | | Administrative and Technical |
| 1.4. | College/OVC | : | Office of the Vice Chancellor |

2. MAIN PURPOSE OF THE POSITION:

Provide administrative and technical guidance for effective procurement, distribution, quality assurance, maintenance and overall management of supplies in ensuring uninterrupted supply of goods and services.

3. GENERAL ROLES AND RESPONSIBILITIES:

The Asst. Procurement Officer/ Procurement Officer shall report to Registrar under Registry Department. The General roles and responsibilities of Asst. Procurement Officer/ Procurement Officer shall include but will not be limited to the following:

- 3.1. Implement policies, standards and guidelines related to procurement of works, services and goods
- 3.2. Assist in preparing reports and maintaining records of the properties;
- 3.3. Support the management of supplies in the University;
- 3.4. Plan and initiate any activities that shall have positive impact on improving supply management in the University;
- 3.5. Coordinate meeting and activities related to formulation of policies, standards and guidelines related to procurement of works, services and goods;
- 3.6. Advise Colleges/OVC on methods to float tenders, select suppliers, place orders, procure and supervise on usage of supplies;
- 3.7. Plan, quantify and project the budget requirement for the supply of materials;
- 3.8. Coordinate tender committee and related meetings; and
- 3.9. Carry out any other tasks assigned by the Supervisor.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1. Floats tenders, select suppliers, place orders, procure and monitor supplies;
- 4.2. Carry out all necessary activities related to procurement of goods, services and works;
- 4.3. Maintain reports and records of the materials procured.
- 4.4. Share updated information on changes in the Government procurement rules and regulations with relevant personnel at the Colleges/OVC.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1. **Education:** Bachelor's Degree

5.2. **Experience:** Preference will be given to candidates with experience in the relevant field at professional positions or equivalent.

5.3. **Knowledge Skills and Abilities:**

5.3.1. Conversant in the area of responsibilities both in terms of technical know-how and changing environment

5.3.2. Good communication skills both in terms of writing and speaking.

5.3.3. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.

5.3.4. Ability to work in teams and ready to work beyond working hours