

## **SELECTION CRITERIA AND JOB DESCRIPTION OF SENIOR MANAGER P&C**

**Qualification:** Minimum 16 (sixteen) years of education in the field of Engineering/ Business Administration or Master in Contract / Supply Chain Management from HEC recognized University.

**Experience and Expertise:** Minimum 7 (Seven) years of experience in a similar role and having expertise in supervising procurement activities, contract administration including solicitation preparation and contract negotiations. Ideal candidate should have in-depth understanding of the PPRA rules, Companies Ordinance 1984, Public Sector companies (Corporate Governance Rules), 2013, PEC-by laws and contractual practices, FIDIC contractual practices. The candidate must have ability to develop and implement guidelines and operating processes.

**Upper Age Limit:** 45 years

JDs:

1. Develop and implement SOPs for placement of requisition, advertisement and execution of the bidding processes.
2. Ensure development of quality bidding documents in coordination with the departmental heads for procurement of goods, services and consultancies as required.
3. Administer all processes related with PPRA and publication of the newspaper.
4. Verify vendor's /suppliers capabilities.
5. Identify and prepare a pool of relevant candidate firms/companies for consideration for projects.
6. Assisting departmental heads for development of technical evaluation criteria for EOIs, RFPs and Tenders.
7. Manage and execute the bid opening and assist departmental heads for technical evaluation of the EOIs, RFPs or Tenders.
8. Manage competitive bidding and selection process of consultants/ contractor/ suppliers.
9. Negotiate terms and conditions with suppliers and vendors to obtain best prices and services.
10. Monitor contract performance and compliance in accordance with the contract Agreement, contract management plan, risk management plan, PPRA, PEC laws and organizational policies and procedures.

11. Establish and maintain strong business relationships with stakeholders and Consultants/ Contractors/ suppliers including effectively managing contract enquiries, issues, disputes, variations, and risks and undertaking negotiations with suppliers as required.
12. Research and analyze contract related information including Consultants/ Contractors/ suppliers contract reporting, and provide reports regarding contract activity and performance to the Managing Director and/or Procurement committee.
13. Soliciting intra departmental objectives and requirements including product specification, supplier performance requirements and other criteria pertaining to goods and services procured for those departments.
14. Discuss defective or unacceptable new goods or services with users, vendors and other to determine cause of the problem and take corrective and preventive actions after discussions with the departmental heads.
15. Assist departmental heads in preparing annual procurement plans and budgets in line with the yearly objectives and ensure cost effective utilization.
16. Liaison with the finance and accounts departments to ensure accurate and timely payments of invoices, as necessary for the business with the consultants/vendors.
17. Assist operations departments for procurement of suitable land (if required).
18. Provide advice and support to Senior Management for identifying opportunities to improve procurement outcomes, efficiency and value for money.
19. Provide leadership, advice and support to staff within the team.