



6 Procurement & Contracts Department

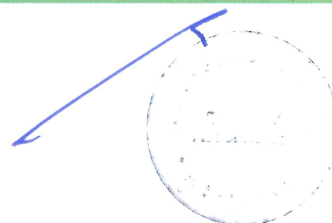
6.1 Senior Manager Procurement

Core Job Information	
Job Title	Senior Manager P&C
Department	Procurement and Contracts
Reports to (job title)	Chief Executive Officer
Grade	M-6
Job Type	Contractual, Full-Time Employment

Job purpose
Supervising and reviewing organization's procurement needs in the most efficient manner and in line with PPRA Rules while maintaining transparency, fair competition and other values as required under PPRA sanctioned procurements

Main Duties and Responsibilities of the Role
<ul style="list-style-type: none">Identify, negotiate and implement contract & framework agreements which result in efficiencies in line with financial and forecasting requirements.Maintain accurate auditable records of all procurement process which result in high process compliance.Plan and engage with different sectors to understand contract specifications and with suppliers to develop a profile of delivery capability which results in effective market engagement.Build into contract & framework developments, BCC's sustainable procurement obligations and preferences including assurance of procurement authority level adherence which result in stakeholder satisfaction of procurement services.Conduct efficient and collaborative procurements from advice to tendering its evaluation till award & contract management.Develop supplier, category and market understanding through performance management research and stakeholder briefings which result in the management of commercial issues throughout the commissioning and procurement cycle.Manage and Supervise contract development and management activities, and enforce organizational principles of integrity and compliance.Any special assignments given by the management from time to time.

Job Requirements (Knowledge, Skills & Experience)	
Qualifications	Minimum 16 (sixteen) years of education in the field of Engineering / Business Administration / Contract Management / Supply Chain Management from HEC recognized University.
Experience	Minimum 7 (Seven) years post-qualification relevant experience in a similar role
Age Limit	Maximum 45 years
Knowledge, skills & abilities	<ul style="list-style-type: none">Must be well conversant with PPRA rulesMust demonstrate strong ability to communicate both orally and in writing.Should be fluent in the use of Microsoft office applications.





Gujranwala Waste Management Company
Job Descriptions

	<ul style="list-style-type: none">Should be comfortable with the use of information and communication technology for improving the functioning of his/her role.
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Confirmation Section

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job profile content agreed by:

Jobholder signature

name

Date:

Chief Executive Officer signature

name

Date:

Comments:

