

Job Title:		Procurement & Logistics Officer
Location:	District Branch - Sindh	
Department:	Finance Admin & Supply Chain	
Total positions:	01	
<p>Position Objectives: Procurement and Logistics Officer is responsible for the management of all project procurement and assists with processing service contracts, leases, and rental agreements; coordinating logistics and travel arrangements; and supporting project pieces of training, workshops, meetings, and surveys in the field in full compliance with policies and procedures.</p>		
<p><u>Specific Duties, Responsibilities, and Accountabilities:</u></p>		
	<ul style="list-style-type: none"> ✓ Serve as a Procurement Officer for the project, assuring all sub-contracts, consultant and other service contracts, and purchase orders awarded by the project are in compliance with Procurement Policy. ✓ Identify vendors for office lease, utilities, furniture, equipment, programmatic supplies, and other necessary office services by procurement procedures. ✓ Execute procurement tasks for all procuring equipment and services required by the Project Managers. ✓ Receive, review, and process incoming requests ensuring sufficient clarity on specifications given for goods and services required. Confirm any other relevant information from requestors and seek recommendations from higher authorities. ✓ Coordinate and ensure that all project-related purchases are reviewed and approved under the purchase authorization matrix. ✓ Maintain records of all transactions, ensuring that an efficient filing system for records of all quotations, procurement process, copies of records of expenditure, receiving reports, receipts, local order forms, etc. are kept accountable and easily accessible by managers. ✓ Ensure complete procurement process like; preparation of RFQ, Collection of quotations, comparative statement, issuance of purchase orders, preparation of GRNs & Waybills, etc. ✓ Coordinate and monitor the delivery of ordered goods/services and ensure through established procedures that all received goods/services are under the terms and specifications of the PO. ✓ Maintain a record list of all assets and managed equipment for all offices 	

	<ul style="list-style-type: none"> ✓ Responsible for asset disposal management as appropriate. ✓ Provide logistics support in the areas of inventory, surveying, projecting; ordering and pre-staging equipment for deployment. Responsible for procurement planning, transportation, and storage, as well as overseeing the organization, planning, and maintenance of the fleet. ✓ Carry out packing, crating, warehousing, and storage duties in preparation for site-specific programs and shipment. ✓ Responsible for tracking, receiving, and stocking all items ordered ✓ Ensure materials are appropriately stored ✓ Program the final inventory of materials prior to shipment ✓ Provide a list of all equipment moved from the consolidation areas into sponsor shipping channels to project coordinators ✓ Manage and maintain inventory to operating levels to avoid supply ✓ Manage the repair of equipment. ✓ Responsible for supervising and accounting for an inventory ✓ Carry out annual property inventory and provide another report in his area of responsibility. ✓ Maintain asset register and have proper tagging by formal system. ✓ Draw up the planning of the monthly purchase and share it with relevant program personnel. ✓ Update the catalog price list and vendor data banks regularly. ✓ Ensure items and equipment are stored securely and transported promptly and safely to project areas. ✓ Carry out field visits on monthly/ quarterly for timely check and inspection of office/ project assets. <p>Fleet management / Logistics:</p> <ul style="list-style-type: none"> ✓ Ensure repair, maintenance and servicing of all vehicles to ensure they are in good working condition and are road-worthy. ✓ Track fuel consumption of vehicles used in the field for activities and create monthly reports. ✓ Process the monthly fuel bills along with the monthly fuel efficiency report.
	Qualification.
	Master's in Supply Chain Management/Finance from recognized Institution.
	Experience:
	1 to 2 years of relevant experience.
	Skills / Knowledge.

	<ul style="list-style-type: none">• Excellent verbal communication and presentation skills• Proficiency with Microsoft Office (Excel, PowerPoint, Word)• Report writing
	Maximum age limit up to 45 years.
	Travelling as per requirement