



## Vacancy Announcement

**Position Name: Procurement Officer.**

**Vacancy: 1**

**Job Context:** Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a non-government, non-political, Bangladeshi organization under its Health & Nutrition program providing lifesaving health & nutrition support to the Rohingya people of Cox's Bazar. As part of its Health & Nutrition interventions in support with WFP & UNHCR, SARPV is implementing “**Integrated nutrition interventions to address malnutrition among Rohingya refugees.**”

**Job Responsibilities:**

**Specific Duties:**

1. Develop, update, and monitor SARPV Procurement Plan in close collaboration with each project unit Managers;
2. Ensure that procurement is carried out in accordance with the provisions of the Legal Agreements and the SARPV Procurement Guidelines;
3. Determine the procurement methods for works, goods, and services to be used based on the size of the procurement packages;
4. To prepared pre-qualification documents for works, goods, and services;
5. To prepared request for proposals for selection of consultants;
6. To prepared specific procurement notices and prepare invitations for bids/requests for expressions of interest/solicitation letters and standard bidding documents/request for proposals/request for quotations for inviting and obtaining bids/proposals/ quotations in accordance with the SARPV Procurement Guidelines;
7. Establish lists of pre-qualified contractors and service providers;
8. Establish procedures for receiving, opening, evaluation of bids/proposals/ quotations, and the evaluation criteria reports;
9. To prepared bids/proposals/quotations evaluation reports/ and communicate these to the line manager for clearance;
10. To prepare the appropriate contract/s for works, goods, services and consulting services as appropriate; Supervise contract/s implementation and ensure adherence of contractors/suppliers and consultants to the relevant conditions of contract;
11. Establish and maintain filing and documentation system for the procurement documents both related to SARPV projects;
12. Coordinate with the Program Team with respect to contract/s value/s and any variation orders issued or approved to ensure adherence to the overall allocated budget;
13. Coordinate the logistics officers in establishing filing and documentation systems for procurement implemented by the SARPV;
14. Be directly responsible for all procurement complete and
15. Perform any other task that may be required by the management

**Other Responsibilities:**

1. Create and maintain good relationships with vendors/suppliers.
2. Ensure that the products and supplies are high quality.
3. Develop plans for purchasing equipment, services, and supplies.

**Reporting:**

- To prepare quarterly progress reports and submitted to Program Manager.
- Maintain records of purchases, pricing, and other important data in specific time interval, weekly, monthly as per need.

**Requirements: (educational, experience, language, etc.)**

- Graduate in Management or relevant discipline.
- At least 2 year's Professional experience in procurement is preferred; out of that minimum 1 years' experience in field of food distribution project will be highly desirable.
- Ability to work flexibly including weekends and willingness to travel and work in rural locations and live in basic conditions.
- Competency in Microsoft excel, word, PowerPoint.
- Salary: 50769 BDT excluding other allowance (TA, Mobile etc. as per organization), 2 festival bonus equivalents to 1 gross salary.

**Required Competences & Skills:**

- Ability to ensure coordination & negotiation with partners on the ground
- Good communication and presentation skills
- Team-building, capacity building and training skills
- Language: Must be proficient in English and Bangla in both writing and speaking
- Excellent computer skill (Microsoft office: Word, Excel and Power point)

**Competency:** In Microsoft excel, word, Power Point and internet browsing for the basic communication.

**Employment Status:** Contractual, until 31<sup>st</sup> December, 2022 (renewable)

**Job Location:** Cox's Bazar.

**Apply procedure:** If the candidates feel that their qualification, exposure and experience match with our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV to [career.sarpv@gmail.com](mailto:career.sarpv@gmail.com) on or before the closing date. Please mention only the "Position Name" as the subject of the mail. Interview will take place in a shortest time after the application deadline. Only shortlisted candidates will be contacted for the further selection process.

**Application deadline: 3<sup>rd</sup> January, 2022**

**Organization information:** Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is devoted to work for the most underprivileged and marginalized vulnerable groups of the society for their socioeconomic development to transform them as productive human resource with a dignified lifestyle. People with Disability are the prime focus of our every work. Along with the disability issue SARPV is also intervening in various sensitive issues like poverty eradication, educational support, health service providing, establishing rights, climate change and DRM, skill development to integrate the vulnerable groups in the mainstream of society those who are leading life with uncertainty in the society.