

JOB DESCRIPTION

JOB TITLE: Procurement Officer	
LOCATION: Mandaluyong City	JOB FAMILY: Operations
<p>THE ASIA FOUNDATION PURPOSE: Committed to the development of a peaceful, prosperous, just and open Asia Pacific region.</p> <p>JOB PURPOSE: Primarily responsible in delivering prompt and cost-effective procurement support and solutions to The Asia Foundation (TAF) PH within the framework of TAF's Procurement Management Systems (PROMS).. This includes being responsible for evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and high-quality. This would require good analytical skills, a strong customer service orientation, and an openness to support the organisation in complying with its policies and procedures.</p>	
<p>REPORTING LINES:</p> <p>Postholder reports to: Office Administrative Manager</p> <p>Staff reporting to this post: None</p>	
<p>BUDGET RESPONSIBILITY: None</p>	
<p>KEY RESPONSIBILITIES:</p> <p>Procurement</p> <ul style="list-style-type: none">• Responsible for preparing purchase requisitions using the TAF Procurement Management System (PROMS) and ensure that all corresponding authorizations have been obtained.• Responsible for securing quotations and negotiating with suppliers based on procurement requisitions of staff in a timely manner in accordance with PROMS.• Receive and review all bids and quotations in accordance with price target, specifications.• Performs cost and price analysis to substantiate non-competitive or single bid awards and sealed bids.• Prepare cost analysis and bids summary table.• Organize Bid Review Committees, if needed, and ensure they follow all guidelines as stipulated in TAF Procurement Policy and donor requirements• Responsible for placement of orders to suppliers when bidding process has been successfully completed and a bid has been approved• Ensure that the goods are correct and met the specifications before receiving them.• Ensure vigilance against fraudulent activities in all procurement processes and keep up to date with latest guidance for fraud prevention. Develop Procurement plans and review and update the plans and support tools as necessary.• Ensure that all actions adhere to highest standards of ethics, personal and business conduct as stipulated TAF Procurement policies and procedures and consistent with all applicable laws and donor requirements.• Provide that stock and non-stock purchase requisitions are processed expeditiously and in a manner that encourages fair and open competition	

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- Collects information on price of goods and services whenever needed for budgeting or planning purpose.
- Develop sourcing strategies, research and evaluate prospective suppliers and maintain good relations.
- Responsible for the maintenance of vendor data and information such as government requirements, qualifications, delivery times, product ranges, etc. in PROMS

Others

- Responds to audit queries in a timely and professional manner when necessary.
- Document details of fixed assets procurements
- Ensure proper filing of all documents for recordkeeping and auditing. Maintain an orderly filing system
- Keep abreast of any changes in governmental taxes (sales, VAT), duty fees, levies, and importation procedures.
- Conduct training and share best practices related to procurement processes
- Perform other duties related to procurement, as may be assigned by senior management

REQUIREMENTS:

Experience

Minimum of three (3) years of relevant experience as a procurement office or in a similar position

Education

Minimum of Bachelor's degree in Accounting, Business Management or similar field.

Technical Knowledge Skills

- Significant professional-level procurement experience includes managing invitation to bid, request for quotations, negotiating contracts, and resolving disputes
- Keep up with product and service trends
- Knowledge of procurement systems and procedures

Soft Business Skills

- Ability to actively listen, communicate and work effectively in a diverse global environment with various levels of user training
- Excellent customer service skills and is user-oriented in their performance of duties
- Working knowledge on industry's change management, documentation, and best practices
- Excellent written and verbal communications skills
- Initiative to manage own time and solve problems with appropriate upward referral
- Ability to learn, follow, and adapt The Asia Foundation's policies and technical procedures to achieve optimum operational capacity

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.

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