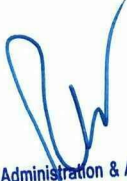


Position	Senior Research Analyst Procurement
Qualification	Bachelor's degree in business administration / finance / engineering or a related field from a reputable HEC recognized university. Additional professional certifications in procurement, supply chain management, and contract management will be preferred.
Experience	Minimum 3 years of relevant experience in procurement, supply chain management or contract management in the public or private sector. Relevant experience in public sector and/or donor-funded programs and projects will be an added advantage
Job Descriptions	• Assist in preparing and updating the Procurement Plan • Assist in preparing Request for Quotations (RFQ), Request for Proposals (RFPs), bidding documents, contracts and evaluation reports. • Assist in drafting, reviewing and monitoring contract agreements. • Assist in evaluation of EOI Documents, Quotations, Bids, Technical and Financial Proposals. • Maintain procurement files, update databases, and prepare required reports. • Maintain Procurement documentation in accordance with applicable Procurement Regulations. • Prepare / draft Minutes of Meeting of Consultant Selection Committee (CSC), Procurement Committee (PC), Technical & Financial Negotiations


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	• Organize and manage pre-bid conferences and bid opening process. • Carry out initial scrutiny of bids /quotations /proposals in accordance with evaluation criteria. • Any other task assigned by the Senior Specialist Procurement
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