



Job Details:

Job Title: Procurement Officer

Location: Hyderabad, Sindh

Type of Employment: Full-time

Contract: 1 year (extendable)

Roles and Responsibilities:

- To prepare procurement plans and monitor their implementation.
- Receive and review Purchase Request (PR) in accordance with the plan, TORs including specifications and budget.
- To prepare Terms of Reference (TORs)/ technical specifications in consultation with the relevant technical staff using standard documentation.
- To prepare Request for Quotations (RFQs) and circulate to vendors and advertise where required. In cases of tendering, follow the standard tendering process.
- To prepare bid analysis for quantity, quality, price, delivery time etc
- To issue purchase orders (PO)/develop contracts in accordance with the procurement policy and as per the PR and specifications.
- To conduct the pre-qualification of suppliers as per the policy and procedures
- To ensure documentation of all steps of the procurement processes by maintaining required documents, reports, meeting minutes, obtain approvals.
- To act as focal point for communication / coordination with vendors / suppliers.
- To maintain vendor database including updating vendor list of classified suppliers (E.g., Stationary, food, furniture, equipment etc.) and make it available on request. Ensure the list is updated on regular basis.
- To conduct periodic market survey/assessment and develop tools related to market survey / vendor registration.
- To manage vendor relationships, contacts, and pre-qualification lists
- To ensure that all procurement documentation is accurately maintained including both hard and soft data.
- To ensure full compliance of the organization's Procurement policy Manual, financial regulations and national procurement regulations
- To coordinate with the procurement committee and facilitate all procurement evaluations for each solicitation.
- To oversee fleet concerns that includes coordinating with the suppliers/service providers for the delivery and transportation of the goods /supplies for the program with observance of safety & security protocols.
- Understand and comply with organization's policies and procedures.
- Any other task assigned by the supervisor.

Qualifications and Skills

- Bachelor's degree in Business Administration, Supply chain management, or a related field;
- Minimum 5 years of experience in procurement and logistics, preferably in non-profit sector
- In-depth knowledge of procurement regulations, including PPRA and SPRA Rules, and taxation requirements.
- Strong analytical and problem-solving skills
- Excellent organizational and multitasking abilities, with ability to work in tight deadlines
- Proficiency in digital tools and systems for procurement and logistics management.
- Effective communication and interpersonal skills, with the ability to collaborate with diverse stakeholders.
- Commitment to upholding ethical standards and promoting transparency in procurement practices.

How to Apply:

Interested candidates should submit their CV along with a cover letter to hr@cssp.org.pk by or before **10th April, 2025**. CSSP is an equal opportunity employer and encourages applications from women, minorities, and persons with disabilities.