

PROJECT - BASED VACANCIES

Applications are invited from suitable candidates, fulfilling basic eligibility requirements, for CONTRACT BASED POSITION of "Procurement Specialist"; to implement an infrastructure project of the Federal Board of Revenue.

The position is entirely "Project Specific" and will continue till completion of the Project ONLY; subject to satisfactory performance of the incumbent. The position is Islamabad based, but may require travelling all over the country. The hiring authority may annul the contractual appointment with one-month prior notice/one month salary, on account of unsatisfactory performance of the incumbent.

Qualification: Masters qualification in Public Procurement/Finance & Business Administration and Civil/Electrical Engineering. Advanced certification in Contract Management will be preferred.

Knowledge and Skills:

1. In-depth knowledge of PPRA Rules and International Donor's Procurement Guidelines;
2. Development of ToRs for EOIs, RFP and Bidding Documents and Public Sector Tendering;
3. Compliance Reporting; and
4. Evaluation of Bidding Documents.

Terms of Reference (ToRs): For detailed ToRs, please visit FBR's website (www.fbr.gov.pk)

Experience: At least 15 years of progressive managerial experience, preferably in Public Sector.

Age limit: Upper age limit is 50 years

How to prepare Application package: Typed Applications containing a CV (maximum two pages) and NOC (in case of applicant from Govt. Service), addressed to the "Project Director, ITTMS Project, FBR" shall be sent to the Secretary (Customs Projects), Federal Board of Revenue, FBR House,

TERMS OF REFERENCE FOR THE PROCUREMENT

Constitution Avenue, Islamabad latest by **7th March, 2016**. Applications received after this date shall not be entertained.

NOTE: Only shortlisted applicants will be called for written test/interview. No TA/DA shall be admissible.

This is a technical position, which would require the incumbent to provide accurate technical input to the Project Director for ensuring compliance of rules/regulations (PPRA and other GIP's rules/regulations) and guidelines of international donor agencies during implementation phase.

To achieve this goal he/she will be required:

1. To scrutinize the "Expression of Interest" (EOI), "Request for Proposal" (RFPs) of the project, evaluation of technical & financial proposals received in response to tender and prepare comparative statements of bidding items.
2. To review and recommend for approval, the tender documents prepared for buying of commodities/supplies.
3. To assist in preparation and fair tendering process.
4. To provide technical input to the Chief Accounts Officer in preparation of annual cash plan for the next year, based on procurement plan for the next year.
5. To liaise with the successful contractor in all matters relating to procurement of goods and services by the Project.
6. To liaise with the Supervision Consultant and Project Management Consultant firms for ensuring rules/documents/compliance requirements, of the GIP and International Donor Agencies.
7. Any other work assigned by the senior management of the Project.

TERMS OF REFERENCE FOR THE PROCUREMENT SPECIALIST FOR ITTMS PROJECT

Overview of the position:

This is a technical position, which would require the incumbent to provide accurate technical input to the Project Director for ensuring compliance of rules/regulations (PPRA and other GOP's Rules/Regulations) and guidelines of international donor agencies during implementation phase.

To achieve this goal he/she will be required:

1. To scrutinize the "Expression of Interest" (Eoi), "Request for Proposals", (RFPs) of the project, evaluation of technical & financial proposals received in response to tender and prepare comparative statements of bidding firms;
2. To review and recommend for approval, the tender documents, prepared for hiring of contractors/suppliers;
3. To ensure transparent and fair tendering process;
4. To provide technical input to the Chief Accounts Officer in preparation of annual cash plan for the next year, based on procurement plan for the next year;
5. To Liaise with the successful contractor in all matters relating to procurement of goods and services for the Project;
6. To Liaise with the Supervision Consultant and Project Management Consultant firms, for ensuring rules/documentary compliance requirements, of the GOP and International Donor Agencies;
7. Any other task assigned by the senior management of the Project