

Terms of Reference of the Staff of Project Management Unit (PMU)

Position: Junior Procurement Officer (JPO)

Salary per month: Rs. 50,000.00 (fixed)

Qualification: M. Com/MBA (Finance/Supply Chain and Logistics Management)

Experience:

- Minimum 5 years general work experience required as well as a Post-Graduate Degree in administration, accounting, logistics, supply chain management or related field.
- Excellent computer skills (Word, Excel, Outlook), including expertise in Excel as a procurement management tool.
- Detail-oriented with accurate data entry skills
- Excellent computational and communication skills, verbal and written
- Willingness to travel extensively in project areas and night stay in villages.
- To undertake field visit and ability to interact easily with Rural Communities.

Desirable:

Preference will be given for experience in handling World Bank/IFAD procurement procedures.

Location of Job: SCRAM-PMU, Aizawl, Mizoram

Reporting Line: State Project Director of FOCUS-Mizoram, SCRAM

JOB DESCRIPTION

The Procurement Executive will be under probation of three months and must complete Certificate Program in Public Procurement (CPPP) and Certificate Program in Contract Management (CPCM) during probationary period.

1. Supporting the Procurement Officer in day-to-day operations such as:

- Preparation of Procurement Plans and collection of data, validation, market analysis, budgeting.
 - Update a detailed Procurement plan with quarter wise/month wise activities and ensure the execution of the procurement process at all levels.
 - Monitor/facilitate/supervise and impart training on community procurement to FIG/VLC.
 - Collaboration with technical teams in the process of preparing procurement plans, needs identification, market analysis, budgeting, etc.
 - Use of IFAD online procurement management system OPEN and contract monitoring.
 - Preparation of bid documents using IFAD Standard Procurement Documents and utilization of IFAD procurement tools.
 - Organizing meetings with various stakeholders and preparation of minutes, minutes on bid opening, Evaluation Reports and other important committees.
2. Must be able to work independently and as a member of a team.
 3. Must be able to work under pressure, meet deadlines and complete deliveries as procurement has its own timeframe for completion of each activity.
 4. Must be self-motivated, energetic and willing to learn. This position also includes continuous improvements through e-learning, online and training at different locations as organized by IFADs.

5. Must be willing to travel. Monitoring and assisting the District Management Unit on procurement records, process and compliance requirements as well as provide training and support to the village level farmers (FIGs).
6. Any other works assigned by the Procurement Officer and the State Project Director.

Details of remuneration and application forms is attached in the annexure A & B.

Annexure A

Remuneration of the Jr. Procurement Officer.

A. Monthly remuneration.

Sl No.	Designation of Jr. Procurement Officer	Number of Post	Monthly fixed remuneration	Total
1	Jr. Procurement Officer	2	Rs.50,000/-	Rs.50,000/-
	Total			Rs.50,000/-

B. Support towards travelling expenses

Sl No.	Designation of Functionary	Number of functionaries	Monthly maximum Travelling Expenses	Remarks
1	Jr. Procurement Officer	2	As per project entitlements of Dy. Manager or equivalent	AS per actual on submission of bills as applicable/ entitlements.
	Total			

Annexure B



APPLICATION FORM
Fostering Climate Resilient Upland Farming Systems in the Northeast (FOCUS)
Mizoram



Advertisement No.: 03/2023-2024

1. **Name of the Applicant:** _____
2. **Father's/Husband's Name:** _____
3. **Address for Communication:**

4. **Email ID:** _____
5. **Mobile No.:** _____
6. **Date of Birth:** _____
7. **Sex:** _____
8. **Marital Status:** _____
9. **Language Known:**

Sl. No	Language	Read	Write	Speak

10. **Educational Qualification starting from latest:**

Sl. No	Exams passed	Year of passing	Board/ University	Grade/Div	Subjects

11. **Relevant work Experience (If any):**

Sl. No	Name of the Organization(s)	Duration & Location	Designation	Nature of Duty **	Reason of leaving	Remarks

12. **** Relevant Work experiences in procurement related works/ rural development/ NGOs / PSUs/State Govt etc.**

13. **Training attended: (If any)**

Sl. No	Name of the training(s)	Organization(s)	Duration	Remarks

14. **Training Imparted: (If any)**

Sl. No	Name of the training(s)	Organization(s)	Duration	Remarks

15. **Name & detail addresses of one reference (not related to candidate)**

16. **Please provide/attach the following documents:**

List of attachments (please specify): -

- | | |
|---------|---------|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

- *Self-attested copy of the educational qualifications from matriculate onward*
- *Copies of certificate/testimonies, if any, of past work experience*

17. **Other information (if any): -**

I do hereby declare that the facts mentioned above are true to the best of my knowledge. I am also fully aware of the fact that at any stage, if any attempt of willful concealment or misrepresentation of facts are found, my candidature will be liable for rejection or my employment terminated.

Place: -.....

Signature of Candidate

Date: -.....