

GF PROCUREMENT OFFICER

GF Project Management Unit	
Job details	
Job title: Global Fund National Procurement Officer	Management: PMU Manager - DPIC Technical Coordination: Deputy Secretary - Property, Department of Finance
Duration of contract: TBA	Location: Vientiane
Job summary	
The GF Procurement Officer will be responsible to ensure that the funded programs are supplied with the right goods (non-health) as well as all services that are needed to implement the program activities from the right source, in the right quantity at the right time and of an assured quality at an affordable price/cost.	
Key responsibilities	
Summary:	
a) Responsible for planning and conducting all local procurements of goods ⁱ and services ⁱⁱ , that are needed by programs with appropriate methods used ⁱⁱⁱ , within the approved grant budgets, maintaining procurement files (for audits) and award as well as management of contracts for goods and (consultancy/technical) services. Reporting to: MOH Procurement committee (Planning, progress, bottlenecks) and SR/s on outcomes	
b) Responsible for periodic updates of the procurement manual and related SOPs in compliance with relevant procurement laws of Lao PDR as well as GF policies and ensuring the correct implementation of the same by PR and at the SR level with the associated capacity building (reviews, training and re-training of PR units and SRs) Reporting to: MOH Procurement committee (revisions) and PR Management (revisions, SRs trained annually and monitored of implementation)	
c) Responsible to report on Procurement related questions and reply to questions and requests from LFA and or GF on annual procurement reviews and follow up to management on recommendations from internal or external auditors. Reporting to: PR Management	
Detailed technical responsibilities:	
1. Procurement Planning and Implementation	
a. In close collaboration with relevant National Program Manager, prepare annual Procurement Plans (for all non health goods and consultancies) for submission to and approval by the MOH Procurement Committee and the Global Fund and to update these plans during implementation each 6 months.	
b. Conduct procurements of the above goods and services funded under the grants as planned in compliance with approved manuals and SOPs and maintaining proper filing	

systems for audit purpose.

- c. Coordinate and support local procurement at PR and SR level including preparation or amendment of procurement contracts for supply of goods, works and services. Ensure all deviations from Manual or SOPs are justified and have the appropriate approvals from management
- d. Supervise contract administration for and acceptance of goods locally procured against DDP Inco terms, agreed delivery terms and documentation (delivery notes, packing lists, invoices) including compliance to specification, warranties, prices quoted and invoices exempted from tax, total costs, absence of visible damage. For consultancies ensure the recipient has signed off for the verification of the services provided (based on agreed ToR deliverables).
- e. Jointly with the Finance team in PR or SR, ensure tagging of procured assets with a unique asset number (or log book as applicable) and coordinate payments for all locally procured goods, works and services upon delivery/acceptance of goods/deliverables by the end users
- f. Maintain chronological ledgers of all local procurements and prepare regular procurement progress reports and submit to MOH Procurement Committee, other relevant stakeholders. For easy review highlight in reports the procurements where deviations occurred, for which pre-approvals were granted, and/or contracts were awarded after evaluation of bids, to 'not-L1' bidders or to single sources with appropriately documented justifications
- g. Where needed to update and revise Procurement SOPs and manuals to further integrate these with existing procedures in the MOH (DOF).

2. Procurement Management

- a. Provide and support training of relevant PR and SR officers on procurement related requirements and activities in accordance with Ministry of Finance, DOF and Global Fund guidelines.
- b. Provide necessary procurement related information to the Global Fund and Local Fund Agent where requested
- c. Undertake other Procurement tasks, if any as required for the Programs and as assigned by the PMU Manager (e.g., supporting the PSM Officer e.g. in review of logistics reports, data verification at SR level etc. (additional tasks exclude responsibilities for staff recruitment or staff appraisals or other HR related tasks)

Academic and professional qualifications

- 1) Relevant university degree, preferably in Procurement , public sector governance, administration, business management or international/national law.
- 2) Completion of specific training in public procurement processes and standards

Experience and competencies

- 1) At least five years' experience in planning and execution of procurement processes with governmental and/or international organizations in compliance with public procurement principles (transparency, fairness, competition)
- 2) Demonstrated experience in design, approval/review or implementation of Procurement manuals, and SOPs, working with financial thresholds to define appropriate methods, using tendering templates to generate tender documentation, bid schedules, evaluation criteria, advertising tenders, bid openings, evaluations, reporting, sending out notifications, and contract management
- 3) Carried responsibility for at least 2 complex procurements where awards have been challenged by bidders or auditors (and giving examples of how these were successfully

completed)

- 4) Having overseen and monitored implementation contracts with skills to ensure compliance to relevant terms during implementation (and giving examples of how these were successfully completed)
- 5) Competent in professional written and spoken English language with strong computer skills, particularly Excel to manage and analyse data and extract the relevant information.

ⁱ Goods are typically:

- Non-health goods such as computers and other IT equipment, all vehicles, furniture, office supplies which are procured by either PR or SR in accordance with the Procurement manual and SOPs;
- Occasionally include health products that can be procured by PR locally such as essential medicines, laboratory supplies, or medical consumables that are available in the local (regulated) market.

ⁱⁱ Services include both:

- All intellectual services i.e. consultancies and TA, for which the Scope of work, described in the specific Terms of Reference can be highly technical, specific and detailed with either short or long term timelines.
- Local technical services, which are based on a straightforward job, usually available from multiple shops required to maintain or repair tools or systems or infrastructure mostly related to vehicles, computers/servers, software updates and offices including cleaning and security services, repair of air-conditioners, roofs, locks etcetera (note that calibration and maintenance of medical equipment falls under Health Products/PSM coordinator).

ⁱⁱⁱ This is either by direct purchase, using request for quotations or through a process of national competitive bidding (as described in the Procurement Manual and SOPs).