

Terms of Reference

JOB TITLE/POSITION	:	Associate Procurement officer
DEPARTMENT/SECTION	:	Procurement Section
PLACE OF POSTING	:	Paro
REPORTS TO	:	Procurement Manager

FUNCTIONS AND RESPONSIBILITIES

- Plan and coordinate the procurement of consumables, vehicle spares, capital items, printing works, uniforms, and other goods and services in accordance with the Company's Procurement Manual.
- Prepare procurement plans and contribute to the development of the annual procurement budget.
- Coordinate procurement activities for the renovation and maintenance of company buildings, facilities, and equipment.
- Maintain and update the Fixed Asset Register, including asset records, capitalization, and depreciation schedules.
- Oversee the maintenance of office premises, ensuring cleanliness and the uninterrupted supply of electricity and water.
- Verify, certify, and process invoices submitted by suppliers, contractors, and consultants for payment.
- Coordinate the disposal and auction of obsolete, surplus, and unserviceable company assets in compliance with applicable policies.
- Provide procurement-related information and support during internal, statutory, and regulatory audits.
- Assist in the tendering process, contract administration, and supervision of construction, renovation, and maintenance works.
- Receive and verify procured goods and coordinate their handover to the store or end users, while maintaining accurate procurement and asset records.
- Coordinate company events and perform any other duties assigned by the Procurement Manager or Management from time to time.