Terms of Reference
Manager Procurement / Consultancies
WWF Pakistan

Reporting to : Director Operations
WWF-Pakistan Salary Grade : D2
Duty Station : Head Office Lahore
Contract : Annual / Long term

Summary
The position is responsible for the effective delivery of procurement of goods and services in order to obtain the best value for money. Provide solutions to a wide spectrum of complex issues related to procurement within the defined policy / guidelines and suggest improvements. Promote a collaborative, client-focused, quality and timely results-oriented approach. Comply with the contractual obligations and guidelines and develop formats to monitor performance and mitigate associated risks.

Duties & Responsibilities

a. Ensure full compliance with WWF Pakistan Rules & Guidelines on procurement / consultancies and establish / propose effective internal controls, SOPs and workflows.
b. Implement a client-oriented and cost-effective Procurement Management System;
   a) Assess the procurement / consultancies requirements and prepare the procurement plan for the offices and projects and monitor implementation.
c. Prepare an effective sourcing strategy covering supplier selection and evaluation, quality management, customer relationship management, e-procurement introduction, performance measurement.
b) Ensure that the tendering processes & evaluation, contractor appraisal, payment conditions and risk assessment and any legal considerations are covered;
c) Implement proper monitoring and control of procurement processes including due diligence of vendors & consultants, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts
d) Implement the internal control system which ensures that Purchase orders are duly prepared and dispatched with timely corrective action on budget checks and other problems.
e) Establish, build and sustain effective relationships within the work unit and with internal and external clients
d) Prepare and maintain a list of partners consultants, and contractors; develop a database of suppliers, supplier selection and evaluation, quality and performance measurement mechanisms through feedback system.
e) Develop and implement the e-procurement module.
f) Organize training for the operations/ projects staff on Procurement.
g) Incorporate lessons learnt and best practices in the procurement policies and processes.
h) Identify areas of cost recovery and facilitate arranging in-house expertise for consultancy contracts
i. *Ensure compliance with the financial contractual obligations and timeliness of technical reporting.
j) Facilitate and manage the vetting and approval of procurement agreements through department of Internal Audit, Finance and DG
Selection Criteria

Education, Experience & Working Knowledge

€ A well-established personal commitment to nature conservation;
€ Master’s Degree or equivalent in Business Administration, Public Administration, Finance, Economics or related field.
€ Should have at least 7 years of relevant national & international work experience;
€ Project Cycle Management;
  € Should have relevant experience of procurement in a reputed organization
  € Must have a good knowledge of PPRA, World Bank and ADB guidelines

Grade Specific Attributes

€ Strong commitment to conservation and development issues.
€ Excellent communication skills;
€ Exceptional Presentation Skills;
€ Ability to effectively supervise people.
€ Attention to detail, diplomacy and discretion and ability to handle risk change and uncertainty.
€ Considers a broad range of internal and external factors when solving problems and making decisions
€ Pursues own learning with drive and vigour and learns quickly when facing new problems;
€ Fluency in oral and written English;
€ Demonstrated ability to plan, schedule and budget initiatives.
€ Proficiency in the use of computer and advance knowledge of relevant web-based management systems
€ Sensitivity to gender and other current social issues in countries such as Pakistan;
€ Adheres to WWF’s values, which are: Courage, Integrity, Collaboration and Respect

Position Specific Attributes

€ Proficiency in local languages will be an advantage.
€ A willingness to travel to remote field sites and to work in harsh conditions and physical fitness to work for extended periods in a challenging physical and social environment,
€ Proven problem-solving skills and results orientation;
€ Unquestioned personal integrity with strong ethics and values
€ Ability to stand firm on difficult issues when required
€ Strong analytical capability and Logical approach to identifying and evaluating issues and problem solving
€ Capable of working independently and with minimum supervision.
€ Displays awareness of the need for confidentiality in sensitive matters
€ Demonstrates good knowledge of information technology and applies it in work assignments

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