

JOB DESCRPTION FOR PROCUREMENT OFFICERS



**MINISTRY OF FINANCE
ROYAL GOVERNMENT OF BHUTAN**
November 2021

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. **JOB IDENTIFICATION:**

- 1.1 Position Title: Asst. Procurement Officer
1.2 Position Level: P5
1.3 Major Group: Finance and Audit Services
1.4 Sub Group: Procurement and Property Services
1.5 Job Code No.: 09.470.04
1.6 Job Location (*Complete as appropriate*):

Ministry: ____X____; Department: _____, Division: _____;
Section: _____; Unit: _____.

- 1.7 Title of First Level Supervisor: (Official title of Supervisor). Head AFD/ Chief Procurement Officer

2. **DUTIES AND RESPONSIBILITIES:** *Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance.*

Duties and Responsibilities	% of Time
<ul style="list-style-type: none"> • Ensure compliance and provide guidance in accordance with the Procurement Rules and Regulations and other relevant rules for fair and transparent process in procurement of Goods, Works and Services to achieve value for money; 	20
<ul style="list-style-type: none"> • Manage the whole procurement process from identification of needs, compilation of required technical information/specification from the relevant sector/officer for the preparation of Annual Procurement Plan for the agency in the e-GP system. 	20
<ul style="list-style-type: none"> • Prepare tender documents, call for tenders, conduct tender committee meetings and serve as the Member secretary to Tender Committee; 	15
<ul style="list-style-type: none"> • Supervise relevant store staffs, record properties procured/acquired by the agency, ensure proper record of fixed assets in the Government Inventory Management System(GIMS) and coordinate proper disposal of properties; 	15
<ul style="list-style-type: none"> • Administer contract management of goods including timely receipt of goods and verification of bills for payment; 	10
<ul style="list-style-type: none"> • In case of procurement of Works and Services; ensure Terms of Reference and Bill of Quantities are obtained from the concerned sector/officers. 	5
<ul style="list-style-type: none"> • Other than technical specification of any procurement the procurement officer shall review the document prior to publishing 	5
<ul style="list-style-type: none"> • All procurement related matters shall be first reviewed by the Procurement officers and if need to be seek clarification from DNP. Submit the Procurement Report as and when required by the relevant agency; 	5
<ul style="list-style-type: none"> ▪ Any other task assigned by the Supervisors 	5

3. **KNOWLEDGE & SKILLS REQUIREMENTS:** *Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability).*

3.1 **Education**

Should have Bachelor's Degree.

3.2 **Training**

Should be Post Graduate Diploma in Financial Management.

3.3 **Length and type of practical experience required:**

Not required.

3.4 **Knowledge of language(s) and other specialized requirements:**

Should be good in Dzongkha and English.

4. **COMPLEXITY OF WORK.** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The job has to be carried out as per the Procurement Rules and Regulations.

5. **SCOPE AND EFFECT OF WORK:** *Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization.*

The job requires that the supplies are in compliance to execute the contract on time. It has direct bearing on the other services like Finance, Engineering and other related service sectors.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

6.1 **Instructions:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The position requires functioning as per the Annual Work Plan and the directives of supervisor.

6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

- Updated Procurement rules and regulations
- Updated Standard Bidding Documents for Goods, Works and Services
- Electronic Government Procurement Guidelines and manuals(e-GP)
- Annual Work plan
- Contract Act of Kingdom of Bhutan
- Alternative Dispute Resolution Act of Bhutan 2013
- Independent Review Body Rules & Procedures 2015
- Financial Manual
- Public Finance Act of Bhutan
- Public Private Partnership rules and policy of Bhutan
- Bhutan Civil Service Rules and Regulations
- Debarment Rule 2019

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

The job requires contacts within and outside the organization.

8. **SUPERVISION OVER OTHERS:** *Describe responsibilities for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates.*

The job requires supervision over other supporting staffs.

9. **JOB ENVIRONMENT:** *Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions.*

Minimal physical exertion would be required and at times there is risk of exposure to hazardous materials depending upon the type of materials.

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

1.1 Position Title: Procurement Officer

1.2 Position Level: P4

1.3 Major Group: Finance and Audit Services

1.4 Sub Group: Procurement and Property Services

1.5 Job Code No.: 09.470.04

1.6 Job Location (*Complete as appropriate*):

**Ministry: _____X_____; Department: _____, Division: _____;
Section: _____; Unit: _____.**

**1.7 Title of First Level Supervisor: (Official title of Supervisor). Head
AFD/Chief Procurement Officer**

- 2. DUTIES AND RESPONSIBILITIES:** *Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance.*

Duties and Responsibilities	% of Time
<ul style="list-style-type: none"> ▪ Ensure compliance and provide guidance in accordance with the Procurement Rules and Regulations and other relevant rules for fair and transparent process in procurement of Goods, Works and Services to achieve value for money; 	20
<ul style="list-style-type: none"> ▪ Manage the whole procurement process from identification of needs, compilation of required technical information/specification from the relevant sector/officer for the preparation of Annual Procurement Plan for the agency in the e-GP system. 	20
<ul style="list-style-type: none"> ▪ Prepare tender documents, call for tenders, conduct tender committee meetings and serve as the Member secretary to Tender Committee; 	10
<ul style="list-style-type: none"> ▪ Supervise relevant store staffs, record properties procured/acquired by the agency, ensure proper record of fixed assets in the Government Inventory Management System(GIMS) and coordinate proper disposal of properties; 	10
<ul style="list-style-type: none"> ▪ Administer contract management of goods including timely receipt of goods and verification of bills for payment; 	5
<ul style="list-style-type: none"> ▪ Conduct market analysis to obtain suppliers information; 	5
<ul style="list-style-type: none"> ▪ Other than technical specification of any procurement the procurement officer shall review the document prior to publishing 	5
<ul style="list-style-type: none"> ▪ All procurement related matters shall be first reviewed by the Procurement officers and if need to be seek clarification from DNP. Submit the Procurement Report as and when required by the relevant agency 	5
<ul style="list-style-type: none"> ▪ In case of procurement of Works and Services; ensure Terms of Reference and Bill of Quantities are obtained from the concerned sector/officers; 	5
<ul style="list-style-type: none"> ▪ Submit the Procurement Report as and when required by the relevant agency; 	5
<ul style="list-style-type: none"> ▪ Any other task assigned by the Supervisors 	5

3. **KNOWLEDGE & SKILLS REQUIREMENTS:** *Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability).*

3.1 Education

Should have Bachelor's Degree.

3.2 Training

Should be Post Graduate Diploma in Financial Management or CIPS level III

3.3 Length and type of practical experience required

Minimum 4 years of regular service

3.4 Knowledge of language(s) and other specialized requirements

Should be good in Dzongkha and English.

4. **COMPLEXITY OF WORK.** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The job has to be carried out as per the Procurement Rules and Regulations.

5. **SCOPE AND EFFECT OF WORK:** *Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization.*

The job requires that the supplies are in compliance to execute the contract on time. It has direct bearing on the other services like Finance, Engineering and other related service sectors.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

- 6.1 **Instructions:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The position requires functioning as per the Annual Work Plan and the directives of supervisor.

- 6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

- Updated Procurement rules and regulations
- Updated Standard Bidding Documents for Goods, Works and Services
- Electronic Government Procurement Guidelines and manuals(e-GP)
- Annual Work plan
- Contract Act of Kingdom of Bhutan
- Alternative Dispute Resolution Act of Bhutan 2013
- Independent Review Body Rules & Procedures 2015
- Financial Manual
- Public Finance Act of Bhutan
- Public Private Partnership rules and policy of Bhutan
- Bhutan Civil Service Rules and Regulations
- Debarment Rule 2019

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

The job requires contacts within and outside the organization.

8. **SUPERVISION OVER OTHERS:** *Describe responsibilities for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates.*

The job requires supervision over other supporting staffs.

9. **JOB ENVIRONMENT:** *Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions.*

Minimal physical exertion would be required and at times there is risk of exposure to hazardous materials depending upon the type of materials.

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Sr. Procurement Officer**
- 1.2 Position Level: P3**
- 1.3 Major Group: Finance and Audit Services**
- 1.4 Sub Group: Procurement and Property Services**
- 1.5 Job Code No.: 09.470.13**
- 1.6 Job Location (*Complete as appropriate*):**
Ministry: X ; Department: , Division: ;
Section: ; Unit: .
- 1.7 Title of First Level Supervisor: (Official title of Supervisor). Head AFD/Chief Procurement Officer**

2. DUTIES AND RESPONSIBILITIES: *Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance.*

Duties and Responsibilities	% of Time
<ul style="list-style-type: none"> ▪ Ensure compliance and provide guidance in accordance with the Procurement Rules and Regulations and other relevant rules for fair and transparent process in procurement of Goods, Works and Services to achieve value for money; 	20
<ul style="list-style-type: none"> ▪ Manage the whole procurement process from identification of needs, compilation of required technical information/specification from the relevant sector/officer, preparation of Annual Procurement Plan for the agency in the e-GP system, 	15
<ul style="list-style-type: none"> ▪ Prepare tender documents, call for tenders, conduct tender committee meetings and serve as the Member secretary to Tender Committee; 	10
<ul style="list-style-type: none"> ▪ Supervise relevant store staffs, record properties procured/acquired by the agency, ensure proper record of fixed assets in the Government Inventory Management System(GIMS) and coordinate proper disposal of properties; 	10
<ul style="list-style-type: none"> ▪ Administer contract management of goods including timely receipt of goods and verification of bills for payment; 	10
<ul style="list-style-type: none"> ▪ Conduct market analysis to obtain suppliers information; keep up-to-date with supply market in terms of the numbers of suppliers/bidders in the market, goods available in the market and capacity of bidders in the market; 	5
<ul style="list-style-type: none"> ▪ In case of procurement of Works and Services; ensure Terms of Reference and Bill of Quantities are obtained from the concerned sector/officers; 	5
<ul style="list-style-type: none"> ▪ Review the compliance of suppliers for pre-selection purpose; 	5
<ul style="list-style-type: none"> ▪ Other than technical specification of any procurement the procurement officer shall review the document prior to publishing 	5
<ul style="list-style-type: none"> ▪ All procurement related matters shall be first reviewed by the Procurement officers and if need to be seek clarification from DNP. Submit the Procurement Report as and when required by the relevant agency 	5
<ul style="list-style-type: none"> ▪ Submit the Procurement Report as and when required by the relevant agency; 	5
<ul style="list-style-type: none"> ▪ Any other task assigned by the Supervisors 	5

3. **KNOWLEDGE & SKILLS REQUIREMENTS:** *Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability).*

3.1 **Education**

Should have Bachelor's Degree.

3.2 **Training**

Should have Diploma in Procurement and Supply (CIPS Level 4) or equivalent professional training in Materials Procurement & Supply Management

3.3 **Length and type of practical experience required:**

Minimum 6 years of regular service

3.4 **Knowledge of language(s) and other specialized requirements:**

Should be good in Dzongkha and English.

4. **COMPLEXITY OF WORK.** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The job has to be carried out as per the Procurement Rules and Regulations.

5. **SCOPE AND EFFECT OF WORK:** *Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization.*

The job requires that the supplies are in compliance to execute the contract on time. It has direct bearing on the other services like Finance, Engineering and other related service sectors.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

6.1 **Instructions:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The position requires functioning as per the Annual Work Plan and the directives of supervisor.

6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

- Updated Procurement rules and regulations
- Updated Standard Bidding Documents for Goods, Works and Services
- Electronic Government Procurement Guidelines and manuals(e-GP)
- Annual Work plan
- Contract Act of Kingdom of Bhutan
- Alternative Dispute Resolution Act of Bhutan 2013
- Independent Review Body Rules & Procedures 2015
- Financial Manual
- Public Finance Act of Bhutan
- Public Private Partnership rules and policy of Bhutan
- Bhutan Civil Service Rules and Regulations
- Debarment Rule 2019

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

The job requires contacts within and outside the organization.

8. **SUPERVISION OVER OTHERS:** *Describe responsibilities for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates.*

The job requires supervision over other supporting staffs.

9. **JOB ENVIRONMENT:** *Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions.*

Minimal physical exertion would be required and at times there is risk of exposure to hazardous materials depending upon the type of materials.

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Dy. Chief Procurement Officer**
- 1.2 Position Level: P2**
- 1.3 Major Group: Finance and Audit Services**
- 1.4 Sub-Group: Procurement and Property Services**
- 1.5 Job Code No.: 09-470-12**
- 1.6 Job Location (*Complete as appropriate*):**
Ministry: Department:
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*): Head of
DOS/AFD or Chief Procurement Officer**

2. PURPOSE, DUTIES AND RESPONSIBILITIES (*Describe the purpose, duties and responsibilities, indicating what is done how it is done. Purpose should be a short statement linking the position to the mission and goals of the organization and specifying outputs of the position. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: Provide leadership and guidance for effective and efficient procurement, distribution of procurement outcomes, quality assurance and overall management of public procurement in the country, thereby ensuring the value for money.

Duties & responsibilities	% of time
<ul style="list-style-type: none"> ▪ Ensure compliance with procurement rules and other relevant rules from identification of needs to the disposal and/or end-of-life of Goods, Works and Services to achieve value for money; 	20
<ul style="list-style-type: none"> ▪ Provide advice and guidance to the agency in the application of procurement rules and international good practices to ensure transparency, efficiency and effectiveness in the procurement; 	20
<ul style="list-style-type: none"> ▪ Provide guidance to subordinate staffs by assigning duties and close monitoring and evaluation of their performance; 	20
<ul style="list-style-type: none"> ▪ Conduct market analysis to keep up-to-date with suppliers information in the market and to meet the agency's requirement; 	15
<ul style="list-style-type: none"> ▪ Monitor proper records of all properties and ensure optimum inventory management; 	5
<ul style="list-style-type: none"> ▪ Liaise with relevant sectors to ensure that the required technical inputs such as the Terms of Reference, Bill of Quantities, Specifications, etc. are finalized and obtained; 	5
<ul style="list-style-type: none"> ▪ Take initiatives to bring in international good practices such as whole life costing, sustainable procurement, optimizing responsible use of resources, etc.; 	5
<ul style="list-style-type: none"> ▪ Other than technical specification of any procurement the procurement officer shall review the document prior to publishing 	5
<ul style="list-style-type: none"> ▪ All procurement related matters shall be first reviewed by the Procurement officers and if need to be seek clarification from DNP. Submit the Procurement Report as and when required by the relevant agency 	5
<ul style="list-style-type: none"> ▪ Ensure the submission of annual procurement report to the Ministry as and when required; 	5
<ul style="list-style-type: none"> • Any other official tasks assigned by the Supervisor. 	5

3. **KNOWLEDGE & SKILLS REQUIREMENTS:** *Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability).*

3.1 **Education**

Should have Bachelor's Degree.

3.2 **Training**

Advance Diploma in Procurement and Supply (CIPS Level 5) OR equivalent professional training in procurement & supply management

3.3 **Length and type of practical experience required:**

Minimum 8 years of Regular Service

3.4 **Knowledge of language(s) and other specialized requirements:**

Should be good in Dzongkha and English.

4. **COMPLEXITY OF WORK.** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The job has to be carried out as per the Procurement Rules and Regulations.

5. **SCOPE AND EFFECT OF WORK:** *Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization.*

The job requires that the supplies are in compliance to execute the contract on time. It has direct bearing on the other services like Finance, Engineering and other related service sectors.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

6.1 **Instructions:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The position requires functioning as per the Annual Work Plan and the directives of supervisor.

6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

- Updated Procurement rules and regulations
- Updated Standard Bidding Documents for Goods, Works and Services
- Electronic Government Procurement Guidelines and manuals(e-GP)
- Annual Work plan
- Contract Act of Kingdom of Bhutan
- Alternative Dispute Resolution Act of Bhutan 2013
- Independent Review Body Rules & Procedures 2015
- Financial Manual
- Public Finance Act of Bhutan
- Public Private Partnership rules and policy of Bhutan
- Bhutan Civil Service Rules and Regulations
- Debarment Rule 2019

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

The job requires contacts within and outside the organization.

8. **SUPERVISION OVER OTHERS:** *Describe responsibilities for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates.*

The job requires supervision over other supporting staffs.

9. **JOB ENVIRONMENT:** *Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions.*

Minimal physical exertion would be required and at times there is risk of exposure to hazardous materials depending upon the type of materials.

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION**

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Chief Procurement Officer**
- 1.2 Position Level: P1**
- 1.3 Major Group: Finance and Audit Services**
- 1.4 Sub-Group: Procurement and Property Services**
- 1.5 Job Code No.: 09-470-09**
- 1.6 Job Location (*Complete as appropriate*):**
Ministry: Department:
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*): Director/DG**

2. PURPOSE, DUTIES AND RESPONSIBILITIES (*Describe the purpose, duties and responsibilities, indicating what is done how it is done. Purpose should be a short statement linking the position to the mission and goals of the organization and specifying outputs of the position. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: Provide leadership and guidance for effective and efficient procurement, distribution of procurement outcomes, quality assurance and overall management of public procurement in the country, thereby ensuring the value for money.

Duties & responsibilities	% of time
<ul style="list-style-type: none"> ▪ Ensure economy, efficiency and effectiveness (value for money) in the procurement of good, works and services; 	15
<ul style="list-style-type: none"> ▪ Recommend policy changes in line with the economic and technological advancement; 	15
<ul style="list-style-type: none"> ▪ Provide advice and guidance to the agency in the application of procurement rules and international good practices; 	10
<ul style="list-style-type: none"> ▪ Assess capacity development and recommend for relevant trainings; 	5
<ul style="list-style-type: none"> ▪ Plan for annual activities and propose budget accordingly; 	5
<ul style="list-style-type: none"> ▪ Provides leadership to subordinate staffs by assigning duties and close monitoring and evaluation of their performance; 	5
<ul style="list-style-type: none"> ▪ Ensure compliance with procurement rules and other relevant rules from identification of needs to the disposal and/or end-of-life of Goods, Works and Services; 	5
<ul style="list-style-type: none"> ▪ Conduct market analysis to keep up-to-date with supply market to meet the agency's requirement; 	5
<ul style="list-style-type: none"> ▪ Ensure the annual procurement plan for the agency is prepared, updated as and when required and ensure implementation of procurement activities as per the approved annual procurement plan; 	5
<ul style="list-style-type: none"> ▪ Monitor proper records of all properties, disposal of properties and ensure optimum inventory management; 	5
<ul style="list-style-type: none"> ▪ Ensure proper liaison with relevant sectors to ensure that the required technical inputs such as the Terms of Reference, Bill of Quantities, Specifications, etc. are finalized and obtained; 	5
<ul style="list-style-type: none"> ▪ Take initiatives to bring in international good practices such as whole life costing, sustainable procurement(green procurement), optimizing responsible use of resources, etc.; 	5
<ul style="list-style-type: none"> ▪ Ensure the submission of annual procurement report to the Ministry of Finance as per procurement rules and other relevant rules; 	5
<ul style="list-style-type: none"> ▪ All procurement related matters shall be reviewed by the and if need to be seek clarification from higher authority 	5
<ul style="list-style-type: none"> • Any other tasks assigned by the Superiors; 	

Duties & responsibilities	% of time
	5

3. **KNOWLEDGE & SKILLS REQUIREMENTS:** *Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability).*

3.1 **Education**

Should have Bachelor's Degree.

3.2 **Training**

Advance Diploma in Procurement and Supply (CIPS Level 6) OR equivalent professional training in procurement & supply management

3.3 **Length and type of practical experience required:**

Minimum 10 years of Regular Service

3.4 **Knowledge of language(s) and other specialized requirements:**

Should be good in Dzongkha and English.

4. **COMPLEXITY OF WORK.** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The job has to be carried out as per the Procurement Rules and Regulations.

5. **SCOPE AND EFFECT OF WORK:** *Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization.*

The job requires that the supplies are in compliance to execute the contract on time. It has direct bearing on the other services like Finance, Engineering and other related service sectors.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

6.1 **Instructions:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The position requires functioning as per the Annual Work Plan and the directives of supervisor.

6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

- Updated Procurement rules and regulations
- Updated Standard Bidding Documents for Goods, Works and Services
- Electronic Government Procurement Guidelines and manuals(e-GP)
- Annual Work plan
- Contract Act of Kingdom of Bhutan
- Alternative Dispute Resolution Act of Bhutan 2013
- Independent Review Body Rules & Procedures 2015
- Financial Manual
- Public Finance Act of Bhutan
- Public Private Partnership rules and policy of Bhutan
- Bhutan Civil Service Rules and Regulations
- Debarment Rule 2019

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

The job requires contacts within and outside the organization.

8. **SUPERVISION OVER OTHERS:** *Describe responsibilities for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates.*

The job requires supervision over other supporting staffs.

9. **JOB ENVIRONMENT:** *Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions.*

Minimal physical exertion would be required and at times there is risk of exposure to hazardous materials depending upon the type of materials.