



Skills For Success

Associate Programme Procurement	Grade: 3
Job Reports to: Assistant Manager Programme Procurement	Location: Lahore Head Office
Level: Associate	Direct Reports: N/A
Travel: N/A	Indirect Reporting: Head Procurement

Last date to apply: 26th March 2021

Getting to know PSDF



i Our purpose-You will be part of the largest skills development fund in Pakistan. PSDF's purpose is to shape the future and well-being of our poor and vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income-generating opportunities in Pakistan and beyond.

The impact we have created-PSDF started its operations in the 4 poorest districts of Punjab. Since 2016, the geographical remit has expanded to the entire 36 districts of Punjab. PSDF has trained almost 300,000 underprivileged youth across Punjab, which includes 180,000+ male and 110,000+ female graduates. These graduates have been trained in approximately 250 demand-driven and market relevant trades across 10 sectors.

Diversified and challenging team-At PSDF, our team constantly works in a fast paced and challenging environment and needs someone who can match and deliver at our pace. We are looking for a passionate and innately talented individual who can actively pursue and drive the agenda of PSDF and is always ready to take up new challenges.

How the Role looks like



i This position drives all assigned evaluation of programme procurement activities in PSDF as per company policies & procedures, procurement rules, industry best practices and regulatory/statutory framework of Pakistan.

The main opportunities and challenges for this role are to

- Manage assigned programme procurement evaluation activities of Training Service Providers (TSPs) and pre-qualifications with user departments while ensuring compliance with company's



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- policies & procedures and departmental KPIs
- Receive bidding documents from user departments with appropriate approvals to carry out the process
- Assisting seamless transformation of procurement process from manual to E-Tendering
- Managing grievance redressal meetings with aggrieved bidders and timely resolution of their queries.
- Close coordination with third party for the timely completion of programme deliverables.
- Preparation of reports on monthly and quarterly basis for management review as and when required.
- Preparation of phase wise programme proceedings and ensure that all procurement record is properly maintained for audit purpose.
- Decreasing turnaround times, cost savings and streamlining work processes to provide best possible services to internal customers to achieve the business targets.
- Any other duties and responsibilities that may be assigned by Specialist Procurement & HOD Procurement.

What do we expect you to achieve?



i The main accountabilities for this role include

- 100% compliance with quality standards and procurement rules
- Ensure programme procurement cycle time
- Timely processing of PO's through system and signing of the contracts

Are you the right fit for this job?



i To apply, you must have

- Bachelor's degree (16 years) from an HEC-recognized / accredited university in Supply Chain / Business Management / Finance or any relevant discipline.
- 2 years or above of relevant experience with Bachelor's degree (16 years) OR 1 year or above with Master's degree.
- Basic knowledge of SAP or Oracle (ERP)

The required experience for this role requires you to have

- Good writing & communication skills
- Analytical skills & reporting skills
- Good computer skills (MS Office)
- Team player



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- Good in problem solving, proactive, manage conflict resolution & should have multi-tasking skills.

To collaborate and perform effectively, the role requires you to

- Build strong relationships with External Teams i.e. TSPs, Industry, Suppliers etc.
- Build strong relationships with Internal Teams: Program Development & Partnerships, Monitoring & Evaluation

Preferred mindset and capabilities we are looking for:

- Results driven and persistent to get the desired results and takes ownership of actions.
- Innovative and has an aptitude to welcome and try new ways of doing things and push for their execution.
- Willing to strive for excellence and can anticipate challenges for continuous improvement.
- A team player with an aptitude to work with the mantra of one team by proactively supporting others to solve challenges.
- Demonstrates respect for all and can put things in perspective and gauge all actions through merit and performance.

What are we offering?



i PSDF has a lot more to offer than a market competitive salary and perks. As a PSDF employee you will get:

- Professional development with the largest skills development fund in Pakistan.
- Opportunities to cultivate professional relationships and learn from the most talented people in the industry.
- A transparent, clean and liberating organizational culture.
- Meaningful and fulfilling work.

Interested?



i Click on the link below to APPLY for this role.

<https://forms.gle/ZqPup5itAxgzpY6C7>