



Skills For Success

Management Associate Procurement	Grade: 2
Job Reports to: Manager Procurement	Location: Lahore
Cadre: Management Associate	Direct Reports: N/A
Travel: N/A	Indirect Reporting: Head of 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 You will drive & conduct non-program 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

- Ensure compliance with company's policies & procedures and KPIs.
- Ensure coordination with internal departments to prepare the bidding documents i.e. Pre-qualification, RFQ & Tenders etc. with appropriate approvals and purchase/service requests.
- Prepare proceedings and ensure that procurement record is available for audit purpose as per the



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PSDF Procurement Rules.

- Ensure that procurement should be delivered as per the agreed cycle time, bring cost savings through negotiations (where applicable) and streamline work processes to provide best possible services to internal customers.
- Manage closure of agreements with successful bidders with required approvals & validation.
- Ensure timely payment to Suppliers as per the signed contract and procurement rules.
- Sourcing and development of new Suppliers for healthy competition and ensuring their performance evaluation biannually.
- Preparation of reports on monthly and quarterly basis for Management review.
- Any other duties and responsibilities related to procurement department that may be assigned by management.



What do we expect you to achieve?

i The main accountabilities for this role include

- 100% compliance with quality standards and procurement rules
- Ensure procurement cycle time
- Timely processing of PO's through system and signing of the contracts
- Ensuring best practices for procurement related activities
- Achieving annual saving targets.

Are you the right fit for this job?



i To apply, you must have

- Bachelor's degree with business management/commerce /supply chain/social sciences or relevant degree from HEC-recognized/accredited university.
- 0-1 year of experience.
- Understanding of Contract Management will be an added advantage
- Preparation of reports & analysis will be an added advantage

The required experience for this role requires you to have

- Good writing & communication skills
- Good computer skills (MS Office and Reporting)
- Good in negotiation skills
- Good in problem solving, proactive, manage conflict resolution & should have good analytical and multi-tasking skills.

To collaborate and perform effectively, the role requires you to

- Build strong relationships with External Teams i.e. Suppliers



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- Build strong relationships with Internal Teams: All PSDF User Departments.

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/ZqPup5itAygzpY6C7>