1. **TOR FOR ASSISTANT PROCUREMENT OFFICER**
2. Functions and Responsibilities:
3. **Procurement Planning:** Developing and maintaining procurement plans, schedules, and budgets.
4. **Procurement Process Management:** Overseeing the entire procurement cycle, from identifying needs to contract award and management.
5. **Contract Management:** Ensuring contracts are properly executed, monitored, and managed.
6. **Compliance:** Ensuring all procurement activities adhere to relevant regulations, policies, and guidelines (e.g., World Bank, government regulations).
7. **Risk Management:** Identifying and mitigating potential risks associated with procurement processes.
8. **Stakeholder Management:** Collaborating with various stakeholders (internal and external) involved in the procurement process.
9. **Reporting:** Preparing and submitting regular reports on procurement activities and performance.
10. **Market Research:** Conducting market research and analysis to identify potential suppliers and assess pricing.
11. **Tender Management:** Preparing tender documents, managing the bidding process, and evaluating bids.
12. **Dispute Resolution:** Assisting in resolving procurement-related disputes and grievances.
13. **Capacity Building:** Providing support and guidance to other team members on procurement matters.

Required Qualifications and Experience:

* **Education:**

Typically requires a bachelor's degree

* **Skills:**

Includes skills such as contract management, negotiation, communication, analytical skills, and computer literacy. Aptitude to learn and implement skills.