

JOB DESCRIPTION - PROCUREMENT/ CONTRACT MANAGEMENT SPECIALIST – MP-III SCALE

(1) The Procurement/ Contract Management Specialist will be responsible for development of procurement plans, assistance in preparation of bidding documents, advice on any matter relating to procurements, review of legality of all legal instruments relating to the E&SED, its autonomous bodies, attached departments and field formations, drafting of laws, rules, regulations, executive instructions etc., advice on legal questions in a matter and assistance in preparation of viewpoint of the E&SED, its autonomous bodies, attached departments and field formations in a case under adjudication and to render assistance / advice on all questions connected with or ancillary to procurement and legislation.

(2) Without prejudice to the generality of clause ‘1’ above, the Procurement / Contract Management Specialist shall perform the following functions;

- I. Prepare procurements plans for the E&SED, its autonomous bodies, attached departments and field formations;
- II. Assist in preparation of bidding documents;
- III. Tender advice on any matter relating to procurements and contract management;
- IV. Suggest measures and methods to get maximum value for money through efficient, effective and economical procurements;
- V. Research and analyse procurement data, practices and regulatory framework and suggest reforms;
- VI. Assist the E&SED, its autonomous bodies and the District / City District Governments in arbitration relating to procurements;
- VII. Vet memorandums of understanding, contracts and other legally binding instruments relating to procurements to minimize exposure to liabilities and disputes;
- VIII. Analyse laws, rules and regulations having the force of law relating to procurement and contract management and identify potential legal problems arising therefrom for E&SED and its entities or autonomous bodies;
- IX. Make recommendations for procurement related policy, procedure or legislative changes, ascertain their legality and offer solutions, where required;
- X. Coordinate with the Law, Parliamentary Affairs and Human Rights Department, KP Public Procurement Regulatory Authority etc. in connection with all matters relating to legislation, subordinate legislation and litigation arising out of procurement contracts;
- XI. Advise on any question relating to procurements under consideration of the E&SED, its autonomous bodies, attached departments and field formations or under litigation;
- XII. Assist the E&SED, its autonomous bodies, attached departments and field formations in preparation of para-wise comments, reports, written statements for filing in courts of law in relation to procurement contracts undertaken;
- XIII. Render advice on any matter relating to or arising of an inquiry relating to procurements;
- XIV. Facilitation in capacity-building of all concerned in procurements and contract management matters; and
- XV. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).