



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR PROCUREMENT
(CASE NO. 39H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. Prepare procurement plans, Request for Proposals (RFPs)/Terms of Reference (TORs) in accordance with the PPRA Rules.
2. Initiate bidding process & RFPs by reviewing specifications & scheduling
3. Compile internal reports regarding procurement.
4. Ensure that services/goods procured are in conformity with specifications/Terms of Reference in coordination with relevant section.
5. Development of specific contract agreements and purchase orders.
6. Work with concerned stakeholders to obtain requirements, include in procurement plans for supply of goods, works and services
7. Prepare price analyses & evaluation matrices
8. Development of procurement plans, performance measurement & critical success factors.

59

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