



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

**JOB DESCRIPTION FOR THE POST OF ADDITIONAL DIRECTOR PROCUREMENT**  
**(CASE NO. 36H-2021)**

**MAIN RESPONSIBILITIES AND TASKS**

1. Review and Execute procurement plans, Request for Proposals (RFPs)/Terms of Reference (TORs) in accordance with the PPRA Rules.
2. Overview of bidding process & RFPs by reviewing specifications & scheduling
3. Overview the compile data for internal reports regarding procurement.
4. Review and follow-through to ensure that services/goods procured are in conformity with specifications/Terms of Reference in coordination with relevant section.
5. Overview the development of specific contract agreements and purchase orders.
6. Overview and work with concerned stakeholders to obtain requirements, include in procurement plans for supply of goods, works and services and deliver in accordance with pre-negotiated timescales.
7. Review price analyses & evaluation matrices
8. Design and implement procurement monitoring plans to ensure timelines.
9. Liaise and coordinate with all PLRA Wings on procurement matters.
10. Ensure the development of procurement plans, performance measurement & critical success factors.

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**End of Document**

