

Job Description

Job Title	Procurement Manager		
Strategic Business Unit	TVET IV	Location	Islamabad or Karachi
Pay Band	Consultancy Contract (Long Term)	Contract Duration	4.5 Years Consultancy Contract
Deadline to Apply: 11th February 2024 (11:59 PM)			

About the project

This project is a 54-month programme jointly co-financed by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ and the British Council and the overall objective of this action is to contribute towards strengthened inclusive socio-economic development of Pakistan, with sufficient skilled and relevant human capital available to meet private sector needs.

The British Council is leading on € 10 million funding for component 4; to increase availability of skilled female labour force in digital skills and high-tech professions. The British Council through delivering the component 4 of the project aims to develop high quality, relevant and inclusive TVET system with improved progression pathways to higher education and employment for Women, including refugee and returnee, and women with disabilities.

The project will be implemented in Khyber Pakhtunkhwa, Baluchistan and Gilgit Baltistan with an aim to develop and roll out new digital skills and high-tech CBT&A packages in Robotics, Artificial Intelligence, IoTs, and Data Science/Analytics including green skills and life skills as cross-cutting modules in collaboration with private sector, to be endorsed by federal authorities. The project will also establish two CoEs with the focus on digital skills and high-tech to offer career-focused training programmes to build the capacity of institutions for sustainability through teacher training, internationally accredited Digital Centre of Excellence and Public Private Partnership for the employment of trained students. This will also include women/ girls, persons with disabilities, migrants, returnees, and refugee communities as part of the target group.

About the role

The Procurement Manager role is key and holds overall responsibility for managing procurement including but not limited to, procuring goods and services in accordance with global British Council Global Procurement policy and Procedures.

The post holder will lead on all aspects of procurement and will ensure that the procurement strategy is followed, and that commercial and professional good practice is adopted. The successful candidate will be required to lead the sourcing process, prepare tender and contract documentation and undertake tender briefings and negotiations with external suppliers in relation to purchases, developing supplier risk plans and liaising with British Council Head of Procurement and Project Staff.

The appointee will have responsibility for:

Supplier/Vendor Management

- Managing the supplier and stakeholder relationships and negotiating supplier agreements with support of Head of Procurement.
- Ensure that the approved supplier list, spend analysis, market testing and best practice are followed.
- Resolution of issues related to vendor performance in delivery of goods and services.
- Ongoing monitoring and evaluation of vendors through supplier performance metrics and proactive management of the results. Manage supplier non-conformance and supplier audit.

Procurement

- Manage the sourcing process and design specific tendering strategy in line with the British Council global policy including tendering, negotiating and awarding the contracts; managing the supplier and stakeholder relationships; and developing the evaluating criteria and evaluating the bidder responses; running bidder clarification workshops, managing the contractual process to award of contract and change; developing supplier risk plans and liaising with other colleagues as appropriate.
- Collate spend, savings and contract information for defined expenditure.
- Liaise with project team to ensure a consistent approach to strategic sourcing.
- Monitor compliance with corporate procurement policies and standards, code of conduct, operating guidelines and local regulations. Ensure buy-in from all colleagues to facilitate compliance management through the use of regular and management information reporting.
- Manage compliance with internal BC corporate policies & procedures and local legislation.
- Run purchasing related analytical reports to support decision making process.
- Coordinate and facilitate the approved acquisition of goods and services, raising Purchase Orders, goods and invoice receipting, and assisting Head of Procurement in the preparation of bid invitations.
- Facilitate selection of appropriate vendors and procurement methods based on procurement requirements.
- Monitor and review progress of contractual agreements, review invoices for payment.
- Create and maintain procurement records, including electronic records in the Enterprise Resource Planning (ERP) system, SAP, and other systems whilst ensuring accuracy and integrity of data.
- Resolve problems or disputes as required under the guidance of the Head of Procurement.
- Contact vendors or agency representatives to inquire about existing and new product information, solicit bids, develop requests for quotations; and confer with vendors regarding damaged goods, delayed payments or related information.

Value for Money

- Ensures best practice frameworks are in place to deliver value for money and be able to identify and secure savings for the project across a number of areas of expenditure.
- Achieves value for money from the supplier base and will be sensitive to the need for effectiveness and efficiency of operation.

Safeguarding

- The post holder will understand the importance of safeguarding and ensure policies and processes are in place to offer maximum protection of children, young people and adults in the project and at all relevant events and venues and ensure compliance with the British Council's safeguarding policy and its implementation standards in the project.
- Undertakes project safeguarding risk assessment and monitors the implementation of activities accordingly.
- Escalating all safeguarding concerns to the National Safeguarding Manager, Pakistan
- Ensure partners/third parties are aware of their duty of care for protecting children and adults.

Reporting and Line Management:

The Procurement Manager will report to Senior Programme Manager.

Required qualifications and experience.

Skills and knowledge	<ul style="list-style-type: none"> • at least 4 years of relevant work experience, and specific expertise in admin and financial reporting • Experience of working with donor funded projects. • Familiar with SAP ERP • ERP Management and reporting knowledge 	
Experience	<ul style="list-style-type: none"> • Proven track-record of success as a middle management procurement professional in a corporate procurement environment with experience in handling a diverse range of spend categories in high risk, high value, and complex projects. • Contract management • Supplier and stakeholder relationship management. • Designing, implementing, and embedding supplier relationship and contract management strategies with all contracts. • Using best procurement practices • Securing value for money through tendering and other initiatives. 	

Qualifications	A relevant degree level qualification (Finance and/or Business and/or Management).	
British Council values and behaviours	<p>British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are: Open and Committed; Expert and Inclusive; Optimistic and Bold.</p> <p>For further information please visit the below pages.</p> <ul style="list-style-type: none"> • https://www.britishcouncil.org/sites/default/files/bc_behaviours.pdf • https://www.britishcouncil.org/about-us/our-values 	
Condition of employment	<p>Proof of Identity requirements/right to work in country.</p> <p>Candidates are expected to have researched whether they have the right to live and work in the Pakistan in which the role is based.</p>	

Submission guidelines:

- Email subject: Application for 'Post title'
- KINDLY SHARE YOUR CVS ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: tvvet.iv@britishcouncil.org.pk
- Applicants failing to comply with the above-mentioned guidelines will not be considered.
- Only Shortlisted candidates will be called for interviews.