

## **Terms of Reference – Assistant Manager Procurement**

**Position Title:** Assistant Procurement Manager

**Duration:** Initially for three years, extendable based on performance.

**Location:** Islamabad

**Reports to:** Manager Procurement

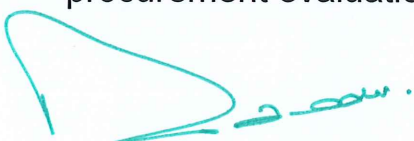
### **Scope of Work:**

The Fund requires a dedicated procurement section to carry out procurement risk review of fund implementation partner (FIPs); recommend recipients for awarding grants and undertake procurement of goods and services and provide oversight during sub-project implementation. The Assistant Procurement Manager, hired on full time basis will be active members of the "Procurement Section" and will assist the Manager Procurement in carrying out his/her activities including subproject preparation, approval, procurement, implementation, and monitoring and reporting.

### **Detailed Tasks:**

Specific tasks will include but not be limited to the following:

- Assist in updating accreditation mechanism and undertaking procurement capacity assessment of the FIPs;
- Assist in developing "Grant Manual" (and its amendment from time to time);
- Review of Grant Application Forms, Cost Base Analysis, and Subaward approval request
- Assist in updating NDRMF annual Procurement Plan, Grant/Contracts Awards and Disbursement Projections;
- Assist in preparation of procurement documents (EOIs, RFPs, RFQGs etc), evaluation of applications/proposals, negotiations and finalizing awards; and keeping track of procurement events and important dates;
- Assist in review of amendments to the contract(s)/sub-awards as necessary during execution; preparation of progress reports on procurement, contract award and disbursements, and any associated action that may be required.
- Assist in procurement of goods and required services for the Fund;
- Research, identify, and evaluate vendors for pricing and quality and maintain vendor's list and contacts
- Draft minutes of meetings of procurement matters and obtain procurement evaluation committee approval.




- Forward purchase orders to vendors and ensure timely supply of materials.
- Receives purchases and check requests, checks for accuracy, and forwards to GM SSG

**Qualification and Experience:**

NDRMF is looking for a candidate having:

- An advanced degree in a suitable discipline or field of study, preferably SCM or in Engineering/ or Finance
- Preferably Four (04) years of experience in management, including work in the public sector and project management
- Demonstrated experience of working in donor funded projects and managing procurements/grants in compliance with MDB and PPRA procedures is required; and
- Excellent computer skills including MS Office (Word, Excel, and PowerPoint)



## **Terms of Reference - Assistant Manager Internal Audit**

**Position Title:** Assistant Manager Internal Audit

**Location:** Islamabad

**Reports to:** Chief Internal Auditor

### **Scope of Work:**

The Assistant Manager Internal Audit, hired full-time, will work under Chief Internal Auditor and assist in conducting audits and executing the approved annual audit plan.

### **Detailed Tasks and/or Expected Output:**

Specific tasks of the Assistant Manager Finance & Accounts will include but not be limited to the following:

1. Assist in development of the Internal Audit Charter;
2. Assist in development of the quarterly, semi-annual & annual Internal Audit Plan;
3. Assist in implementation of the Internal Audit Plan;
4. Assist in ensuring compliance with the TORs of the audit committee of the BOD;
5. Assist in preparing necessary reviews, recommendations and conclusions of auditing activities for the Board and management, considering documentary evidence;
6. Assist in coordination with the external auditing bodies;
7. Assist in review of funds flow;
8. Assist in review of the investments and the interest accrued on investments;
9. Assist in assessment of the financial reporting mechanisms and review financial reports;
10. Assist in review of work done by audit assistants for various audit functions;
11. Analyze the ledgers in relation to the data accuracy which are maintained in the financial software to detect any anomalies including trend analysis;
12. Maintaining the audit working papers regarding supporting documentations;
13. Assist in analysis of all input records received from company's departments;
14. Assist in evaluating audit evidences;
15. Assist CIA to prepare detailed audit report;
16. Perform any other task assigned by CIA/Management.

### **Qualification & experience:**

(i) ICMA (Inter) / CA (Inter) / ACCA (Qualified) or MBA (Finance) from recognized university. (ii) Preference will be given to candidates who have completed articles from big four chartered companies.

### **Terms of Reference – Assistant**

#### **TORs:**

- Support the Middle management in their office work
- Managing filing system.
- Handling incoming calls and other communications.
- Recording information as needed.
- Updating paperwork, maintaining documents and word processing.
- Performing general office clerk duties and errands.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases.

#### **Qualification & Experience:**

- i. 14-years of education in Business Administration, Finance, Commerce or Economics
- ii. 2-years relevant experience in a reputable and large public sector or private organization
- iii. Strong communication skills in English
- iv. Proficiency in MS office and another basic IT Software.



