

**JOB VACANCY**

HDC (161)-HR/IU/2020/313

27<sup>th</sup> December 2020**Tender Officer  
Procurement & Warehouse Management****MINIMUM QUALIFICATION & REQUIREMENT**

1. Diploma or MNQF Level 5 qualification in relevant field
2. Relevant experience in the field will be an added advantage

**OVERALL SCOPE**

Carrying out the work of tender process of the organization to obtain maximum efficiency, quality goods and services for the organization.

**SCOPE OF WORK**

- Receive requirements from all departments for tendering process and check whether all details were filled properly giving all the details.
- Prepare standardized tender templates and documents.
- Develops the bid and tender strategy.
- Prepare initial tender documentations and coordinate in obtaining the required approvals.
- Maintain a list of qualified vendors, especially as related to planned tenders and monitoring deadlines.
- Assists in preparation and/or review of Tender Documentation Packages comprising of Instructions to Bidders, Contract Form, General Terms Conditions, Bid Forms, etc.
- Assemble and maintain internal Procurement documentation relating to the tendering process, including recording management approval relating to tendering and contracting actions.
- Prepares Tenders status reports and expected timelines on a regular basis and when requested.
- Carryout administrative work of announcing bids including the preparation of advertisement, preparation of related documents, preparation of comparisons for evaluation and all works related to awarding bids.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Monitor contractor performance, recommending contract modifications when necessary.

**JOB SKILLS AND SPECIFICATIONS**

- Presentation skills.
- Knowledge of basic buying and purchasing practices.
- Should possess knowledge of basic budget management and calculations.
- Should possess good customer relation skills.
- Should be well organized, detail-oriented, forward thinking and proactive.
- Should be familiar with Microsoft office package.
- Should be able to work as an individual and as a flexible team player.
- Should be able to priorities tasks and manage one's own time effectively.
- Discretion and need for Confidentiality.

**SALARY PACKAGE:**

Gross Salary between 12,500.00 to 16,250.00 based on qualification and experience.

**Application Process:**

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/92oyfv>). For any additional queries please contact to 3355305.

**Application Deadline:****Date: 3<sup>rd</sup> January 2021 (Sunday)****Time: 14:00hrs**