

## Royal Thimphu College

### Terms of Reference: Assistant / Procurement Officer

Immediate Supervisor or Reports to : Finance Manager			
SL#	Area	Responsibilities (including but not limited to)	Key Deadlines
1	Procurement	Handle all procurement operations as per procurement rules and regulations / manual. Generate procurement reports - quarterly / as needed.	Within October
		Assist in the revision of Procurement Manual, SOPs, documentation, process documentation and updating of guidelines pertaining to procurement on an ongoing basis.	
		Conduct & take overall responsibility for annual tendering process.	
		Compiling supply requirements, tenders, comparative statements, bid evaluation reports, purchase orders, spot quotations, receipts, storage, issue, repairs/recovery, logistics, periodic reconciliation, stock verification, scrap disposal, write-offs.	
		Actively conducting market surveys, research and recommend innovative solutions and best practices for operational efficiencies across functional areas	
		Coordinating repairs & liaising with vendors, warranty tracking and claims	
		Supplier relationships - maintain database of vendors, historical rates, etc.	
		Handle routine and ad hoc procurements including coordinating procurement of specialized items jointly with other incumbents / departments, such as project project procurement	
		Ensure end to end understanding and coordination for regional import, Third Country Imports & online procurement	
		Procurement of services - RFP/RFQ, comparatives, evaluations, contracts, periodic monitoring & renewals	
		Monthly reporting of procurement status of various nature: bulk & centralized procurement as well as one-off purchases with relevant breakdowns such as by office/department, time, etc.	
		Quarterly review of pending procurement status, along with budget variances.	
Handling of imprest advances related to procurement and timely settlement			
2	Stores / Inventory Mgt.	Supervise & monitor the overall functioning of the Stores Office, handling all aspects of its quality control.	Weekly  Quarterly  Within 5th of following month
		Regularize GRN & GIN with Stores officials, and make corrections and regularizations as appropriate to accurately reflect actual stocks, backed up by proper documentation/explanations/needs analyses in coordination with relevant departments.	
		Inventory management- maintain optimal stock levels and minimize excess/obsolete items. Process documentation & improvisations	
		Supervise, verify, and report on Tea/Coffee supply, distribution, use, cost implications etc.	
3	Assets	Assets: Take overall responsibility for, and assist in the maintenance of Asset Registry (continuously)	IT equipment - July & December Library Books - December Furniture, etc. -December
		Physical verification of Assets (annually) and Disposal of Unserviceable Assets, Asset Movement and disposal process, Depreciation schedules, etc.	
		Verify & recommend on distribution of assets such as furniture, appliances, etc. when requested by any other departments to the Stores or Administration Office. Monitor locations and movements of assets.	
		Handle the codification of assets / Inventorization in an Asset Registry - with support from relevant officials.	
4	Assisting with Accounts	Process vouchers related to college operations, verifying expenses against budget provisions, checking status of advances, and completing proper entries in Tally (accounts, ledgers, cost centres). Handle all aspects of Supply/Purchase Orders, Stock/MAS entries, etc. Involves all vouchers from the procurement channel, and any others as necessary.	
		Advances - Ensure timely settlement of advances related to suppliers and contractors; follow up regularly as necessary.	
5	Others	Assist the Finance office in the logistics associated with conduct of Annual Audits, and associated event support	
		Any other tasks as and when assigned.	
Direct Reports		Storekeepers	