

TERMS OF REFERENCE (TOR)

Procurement Officer

1. Overall Job Description

The Procurement Officer will be responsible for planning, coordinating, and managing the procurement of food grains, essential commodities, and other assigned products to ensure timely availability of stocks, cost efficiency, quality, supplier performance, and compliance with applicable procurement policies and procedures. The position will also support FCBL's commercial operations and national food security objectives through effective procurement and supply chain management.

2. Specific Responsibilities

The Procurement Officer shall be responsible for the following:

- i. Prepare annual, quarterly, and periodic procurement plans based on demand forecasts, stock levels, sales trends, and operational requirements.
- ii. Ensure timely replenishment of stocks across FCBL outlets, warehouses, and regional offices.
- iii. Consolidate procurement requirements in coordination with relevant departments and regional offices.
- iv. Facilitate the timely procurement, replenishment, and distribution of National Strategic Food Reserve stocks.
- v. Coordinate with relevant stakeholders to support national food security requirements.
- vi. Manage the end-to-end procurement process, including sourcing, quotation/tender processing, purchase order issuance, supplier coordination, and delivery follow-up.
- vii. Maintain effective supplier relationships to ensure timely supply, quality, competitive pricing, and reliable service.
- viii. Address procurement-related delays, disputes, and supply disruptions.
- ix. Serve as Member Secretary to the Food Grain and Essential Items Procurement Committee.
- x. Prepare agendas, facilitate meetings, maintain minutes and records, and follow up on committee decisions.
- xi. Monitor consignment dispatches and delivery schedules.
- xii. Coordinate with suppliers, warehouses, transport teams, and regional offices to resolve logistics and delivery issues.
- xiii. Create and process purchase orders and related transactions in the ERP system accurately and within stipulated timelines.

- xiv. Maintain complete procurement records, approvals, supplier documents, and transaction history.
- xv. Ensure accuracy, integrity, and traceability of procurement data.
- xvi. Monitor market prices, commodity trends, supplier performance, sales patterns, and customer demand.
- xvii. Recommend appropriate procurement strategies and timing to optimize cost and stock availability.
- xviii. Prepare procurement budget inputs and relevant inputs for the Annual Performance Compact (APC).
- xix. Monitor procurement expenditure against approved budgets and plans.
- xx. Identify opportunities for cost optimization while maintaining quality and adequate stock levels.
- xxi. Review procurement procedures, guidelines, and business practices.
- xxii. Prepare procurement reports, stock analyses, supplier performance reports, budget utilization reports, and management updates.
- xxiii. Monitor procurement performance against approved plans, timelines, budgets, and targets.
- xxiv. Provide timely and accurate information to management for decision-making.

3. Education and Experience Criteria

- i. Bachelor's Degree in BBA, B.Com, Supply Chain Management, or other relevant fields.
- ii. Minimum of four (4) years of relevant professional experience in procurement, purchasing, supply chain management, inventory management, or related areas.
- iii. Practical knowledge of procurement processes, supplier management, inventory control, and commercial operations will be an advantage.
- iv. Proficiency in ERP systems.
- v. Knowledge of procurement policies, procedures, documentation, and compliance requirements.

4. Personality Specifications and Attributes

- 1. High integrity, accountability, and professionalism.
- 2. Proactive, detail-oriented, and solution-focused approach.
- 3. Good interpersonal and networking skills.
- 4. Effective communication and coordination skills.
- 5. Adaptability to a corporate and operational environment.
- 6. Sound judgment and decision-making ability.

7. Willingness to learn and adapt to changing business and market conditions.
8. Commitment to confidentiality, transparency, and ethical procurement practices.

5. Document requirements

- i) Duly filled FCBL Job application form.
- ii) Curriculum Vitae/Resume.
- iii) Copies of Academic certificates and transcripts.
- iv) Copy of work experience certificate
- v) Copy of valid CID card.
- vi) Security Clearance.
- vii) No Objection letter if employed.
- viii) Original medical fitness certificate

6. Salary and Other Benefits

- i. Grade /Level: 7/M4
- ii. Basic Pay: Nu. 21,990 per month.
- iii. House Rent Allowance (HRA): 20% of Basic Pay.
- iv. Fixed Allowance: Nu. 12,300 per month.
- v. LTC: Nu. 1,250 per month.
- vi. PBVI based on the annual performance compact (i.e. as and when decided by the management).
- vii. Other allowance shall be provided as per the Internal Service Rules (ISR).

7. Reporting and Work Location

The Procurement Officer shall report to the Head of the Food and Essential Commodity Division or designated supervisor and shall work closely with the Finance and Accounts Division, Agricultural Marketing Division, regional offices, warehouses, suppliers, and other relevant stakeholders.