



Instituto do Petróleo e Geologia – Instituto Público (IPG)

Gabinete do Presidente

Term of Reference Procurement Officer

Duties/Responsibilities:

The Procurement Officer will perform duties under Office of President and will be responsible for the following duties:

1. Guide, train and supervise support staff engaged in the processing of procurement transactions;
2. Float tenders for procurement of Good and Services items. Prepare Purchase Request, Purchase Orders and contracts for approval by President; follow up with suppliers/vendors for receipt of goods by the requesting Unit. Keep track of PR, PO number include Direct Sourcing.
3. Analyze, control and maintain data from various sources in procurement policy and procedures and take corrective action as necessary;
4. Respond to queries regarding procurement data from staff in all units and elsewhere in the institution;
5. Initiate administrative actions related to procurement information;
6. Update and track processing of procurement actions;
7. Prepare statistical tables and monthly standard reports;
8. Maintain data input to procurement related databases, provide guidance;
9. Maintain relevant internal databases and files; keep track of contractual agreements;
10. Verify claims for accuracy and conformance with procurement policy and procedures;
11. Brief/debrief all IPG staff members on issues relating to procurement transactions;
12. Organize meetings within requesting units related to evaluation of offers, enrolment of new potential suppliers, and other reviews; and prepare minutes for approval;
13. Draft or prepare correspondence to respond to enquiries in respect to relevant financial matters;
14. Perform other related duties as required.

Qualifications:

1. Bachelor's or Master's degree in Economy Management, Accounting, Public Administration or other relevant area of education. Procurement and Administration Training will be an advantage.
2. Minimum 3 years working experiences of progressively responsible in procurement unit, financial unit, audit evaluation or another related field.

Ability:

1. Knowledge of government manuals in the area of procurement. Experience utilizing computers, including word processing, spreadsheet and other standard software packages and systems. General knowledge of procurement legal regime policies, rules, regulations and procedures governing procurement administration.
2. Good command of written and oral Portuguese, Tetum, English and Indonesian languages.
3. Perform any other related duties as required.