

GCP/PAK/115/EC
Procurement and Logistics Officer
Terms of Reference

Under the general supervision of the FAO Representative (FAOR) in Pakistan and the direct supervision and guidance of the International Administration and Finance Officer, the national Procurement and Logistics Officer will undertake the following duties and responsibilities in collaboration with the other national experts of the project.

1. Participate in the identification of suppliers for the procurement of local purchases and orders. Support the work of the Local Procurement Committee (LPC) and submit all necessary documentations for the selection of the best offers.
2. Facilitate the quality and quantity control of the inputs as per superintendence (inspection) arrangements set out in the Purchase Orders.
3. In accordance to FAO rules and regulations for procurement, prepare draft tender documents and local purchase order documents for submission to the International Administration and Finance Officer and the FAOR for approval and signature.
4. Prepare call for expression of interest for implementing partners (IP) and prepare draft Letters of Agreement, in accordance to FAO's rules and regulations for LoAs
5. Manage logistics operations for the receipt and distribution of agricultural inputs and assets procured under the projects, including efficient and cost-effective transportation of FAO commodities inside Pakistan especially to the project areas to ensure timely dispatch of inputs to final destinations as per agreed distribution plan. Constantly liaise with WFP in the execution of these duties, and support the Administration and Finance Officer in drafting/finalising contractual agreement with WFP and other partners for in country logistical services.
6. Identify entry points at delivery of trucks and liaise with suppliers and transport companies.
7. Implement the distribution plans prepared by the project team with its implementing partners and follow up on the delivery plans.
8. Maintain functional accounting records of all inputs, through inventory, stock and tracking records, issuance of receipts, waybills, etc.
9. Review and maintain the local inventory list of all Assets purchased under the project.
10. Perform other related duties and activities upon instruction from the International Administration and Finance Officer.

Duration Assignment: 3 months (probationary), with possibility of extension

Duty Station: Islamabad, Pakistan, with in-country travel as required.

Qualifications: University degree or equivalent education; At least 5 years of relevant professional experience, preferably with international organizations and in the field of logistics/supply chain management in an emergency context; Sound knowledge of information management and excellent organisational skills; Ability to work under pressure and handle multiple concurrent activities. Ability to work with local counterparts in building their capacity; Full working knowledge of English, including excellent writing skills; Good command of MS Office applications (including Word, Excel, PowerPoint).

Security: The Consultant must have completed the UNDSS Security in the Field (Basic and Advanced) Course Certificate. Consultant must be aware of security phase of country of assignment and understand the implications for his/her own security. As soon as s/he arrives at the duty station, through the FAO Representation or directly s/he must contact the designated UN security officer to be briefed on all the recommended security measures. In case this procedure is not properly applied, the Consultant may not be covered under the insurance.

Note: -

- Candidates having experience in the FAO livelihoods, relief and emergency programme will be given preference.
- Female candidates are encouraged to apply.