



ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)

ST & SC Development Department, Govt. of Odisha, TDCCOL Building, 2nd Floor, Bhoi Nagar,

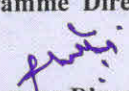
Bhubaneswar, Tel: (91) 674 - 2542709 , Email: support@opelip.org

Notice No. 4210 Date: 18/11/2023



Engagement of "Procurement Officer" on short-term Consultant basis

Programme Director, OPELIP invites applications from eligible candidates for engagement of one "Procurement Officer" on consultancy basis on purely temporary, project based and co-terminus with the programme. Interested eligible candidates may send their application in the prescribed format by Speed Post/Regd. Post/Courier service only on or before 30th Nov, 2023 by 5.00 PM. Application beyond the dateline will not be considered. Only shortlisted candidates will be called for interview . The detailed ToR along with prescribed application format is available at our official website www.opelip.org. Programme Director reserves the right to accept or reject the applications without assigning any reason thereof.


Programme Director

TOR OF PROCUREMENT OFFICER –CONSULTANT , PMU, OPELIP

Procurement Officer: The incumbent will report to the Programme Director of OPELIP.

Qualification:

- Master Degree in Business Administration(MBA) from recognized University/institutes of repute having regular course. Post Graduate Diploma in Material/Supply Management is desirable.

Experience:

- Minimum Post qualification, minimum seven (3) years of professional experience in international and national bidding procedure, procurement procedure, especially preparation of Expression of Interest, Notice Inviting Tender, Request for Proposal and bidding document for procurement of consultant services, goods and works. Preference will be given for experience in handling World Bank/UN Agencies/International NGO procurement procedures. Thorough knowledge of procurement procedures of International Financial Institution financed projects and good procurement skills.
- Must be well versed with Govt. of Odisha Procurement Process including GEM shopping.
- Ability to write and communicate in English .
- Ability to write and communicate in a regional language (Odia) would be preferred.
- Age limit: Maximum 55 years; upper age relaxable by 5 years for exceptionally experienced candidate.

Preferred Skills:

- Good written and verbal communication skills.
- Computer literacy with PGDCA.
- Well versed with Govt. of Odisha procurement process
- Current information on relevant legal provisions related to transparency and arbitration.
- Proficient in computer based spread sheets for data analysis.
- Proactive, work with minimum supervision, and as a team builder.

Job Description

- To update project procurement manual of OPELIP for approval by State Level Monitoring Committee and IFAD. Prepare and include relevant Community Procurement Guidelines and formats and include in the PIM, as per IFAD procurement guidelines.

- ii. To prepare Procurement Plan of the project in line with the Annual Work Plan and Budget (AWPB) and ensure that the Procurement Plan is continuously updated in accordance with the procedure agreed with IFAD.
- iii. To liaise with IFAD procurement staff for clarifications/follow up.
- iv. To co-ordinate with concerned subject matter specialists on procurement matters, especially preparation of TOR, technical specification etc.
- v. To collaborate closely with Deputy Project Director for preparing advertisements, short listing, bidding documents, evaluation, letters of awards, draft contracts etc. in the procurement of good/works and services including consultancies.
- vi. To co-ordinate with Deputy Project Director, regarding submission of advertisements bidding documents, letters of invitation, evaluation reports, contracts, etc.
- vii. To facilitate/assist in getting no objection certificate (NOC) from IFAD wherever required for those items subject to prior review.
- viii. As a permanent member of the Procurement Committee, ensure that the IFAD Procurement Guidelines, Procurement Handbook and related Policy on Fraud and Corruption are diligently followed and inform the other Procurement Committee members about the compliance requirements.
- ix. Co-ordinate with project team, to organize and support evaluation committees for prompt evaluation of bids, and prepare the procurement evaluation reports for review and approval of the procurement committee.
- x. Responsible for receiving and securely storing the bids/quotations/proposals till opening/evaluation and for correct filing of procurement bids.
- xi. To ensure updating the procurement and non-procurement dossiers in NOTUS till the workflow is completed. NOTUS is the only tracking system developed by IFAD for prior review.
- xii. To make necessary arrangement for contract signatures.
- xiii. To maintain Contract Management forms as per the formats of IFAD and prepare amendment letters to the contracts. As part of the contract management, in coordination with the concerned officials monitor the contractual provisions for compliance.
- xiv. To keep progress of procurement activities against procurement timetables, highlight variations in progress, record reasons and identify remedial actions, if any, and report these to the Project Director and Deputy Project Director.
- xv. To liaison with any other appropriate authority for any complaints/dispute among the parties relating to procurement.
- xvi. To ensure that the documentation, approvals and relevant securities are maintained for each of the procurement action separately.
- xvii. To assist the DPD for placement of various documents/papers before Project Monitoring Committee for review and approval, all types of audits of procurement activities, post review of IFAD etc.
- xviii. To provide documentations and data to IFAD fielded Supervision Mission and Implementation Support Missions;
- xix. To perform any other relevant work related to the project assigned by the Programme Director.

Consolidated Remuneration: Rs.50,000.00 per month

Source of Fund

80% from IFAD and 20% from Govt. of Odisha

Procedure for selection

Open advertisement in daily newspapers for wide publicity followed by Selection through Interview.

Terms of engagement

To be engaged on contractual basis and duration of engagement is co-terminus with the programme.



APPLICATION FORM

Position applied for	Procurement Officer-Consultant	Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Father's /Husband's Name		
Mother's Name		
Address	<u>Permanent</u>	<u>Present correspondence</u>
Mobile No.:		
Telephone Office		
E-mail id		
Adhar Card No.		
Date of Birth		
Age as on 31.10.2023		
Category (ST/SC/OBC/ General)		
Sex: (Male/ Female)		

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2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

3. Other trainings /additional qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Science Education:

Computer Courses	Name of Regd. Institute	Course Duration	Year	Grade/Percentage

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5. Employment / Experience Records

Name and Address of the Employer	Designation	Period From - To	Total Year and Month	Brief description of duties

6. Language Proficiency (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify _____)									

7. Any Other information (May be provided by applicant on professional capacity to strengthen candidature)

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8. **Reference:** (Two persons to whom you have professionally reported)

Reference 1(Name, ,Designation, Official Address, Phone & E-mail id)	Reference 2(Name, ,Designation, Official Address, Phone & E-mail id)

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:

Place

Signature of the Applicant