

Job Title: Procurement Officer

Organization / Duty Station

Oxford University Clinical Research Unit-Nepal based in Patan Hospital

Immediate Supervisor's Title: Office Manager, OUCRU

Minimum Qualification and Experience required:

Bachelors degree in Management/Supply Chain with at least two years of work experience in procurement and supply chain management

Job Specification

- Must be confident and professional when dealing with hospital and clients
- Good knowledge of custom clearance procedures
- Good knowledge of local and international procurement processes
- Ability to work in a team environment
- Good negotiation and convincing skills
- Excellent logistics skills
- Knowledge of relevant statutory compliance as required
- Tactfulness and an excellent ability to deal with people
- Proficient in the use of Microsoft Office especially in Excel spreadsheets and software packages
- Excellent communication skills both in English and Nepali

Job Description

- To ensure that materials are procured to meet the study schedules and requirements.
- Procurement of materials in time to suit the project needs.
- Regular follow up with suppliers, dealers to ensure timely execution of works.
- Procurement and up keep of equipments and tools.
- Liaising with team to ensure compatibility of products for use.
- Arrange visits by third parties to manufacturer's premises for evaluation of processes, witness tests etc.
- To ensure that materials stored properly.
- Make necessary customs clearances documents for imported goods and collect the goods from Custom Office.

- Arrangement of required documentation from suppliers as per contract specifications.
- Coordination with hospital for completion of documentation for proper processing of invoices.
- Assist in the maintenance of an accurate and up-to-date supplier information database for regularly purchased items.
- Apply and implement full anti-corruption risk mitigation in all procurement transaction and dealings with Vendors.
- Perform other duties that may be requested by the Project Director and Office Manager.
- Perform emergency duties as required and be available for during holidays if the situation so warrants.

Knowledge and Skills:

- Procurement and supply Chain management skills

Languages:

- Fluently spoken and written English