



Functional Title	:	Procurement Logistics and Fleet Specialist
Responsibility Level/Grade	:	Specialist / 5
Department/Project	:	Program Support
Work station	:	Central Office
Incumbent Name	:
Supervisor/Principal Evaluator/Title	:	Operations Manager

JOB SUMMARY:

The incumbent is responsible for timely procurement of quality goods and services. S/he is required to develop and maintain professional relationship with all vendors and establish and maintain adequate communication channels between CARE Nepal CO, project offices and vendors. S/he will prepare reports of procurement plan & lease commitments, deliver goods and services on timely manner to ensure smooth program implementation, and ensure compliance with donors and CARE USA procurement policies and procedures and its requirement relating to procurement.

The employee shall fully comply with CARE policies and procedures and should be accountable for it.

RESPONSIBILITIES AND TASKS:

R1. Procurement of goods and services in conformity with CARE procurement manual and donor rules and regulations.

- Procurement of utilities, goods, supplies and services and formalizes payment of all invoices against its supply
- Ensure adherence to CARE policies and procedures as well as donor regulations and local laws for procurement of requisite services or goods in a transparent and ethical manner
- Prepare requests for quotation (RFQ) to be sent to vendors
- Review and analyze quotations and prepare summary bid analysis (SBA)
- Prepare purchase orders (PO) for approval (including those for consultant agreements)
- Obtain general quotations for preparation of annual budgeting whenever required
- Negotiate the best deal for CARE with vendors including goods and service providers, hotels and other similar businesses and maintain good relation with vendors/manufacturers
- Review active orders and coordinates and communicates with all internal departments and vendors on purchase related requirements and appropriate delivery schedule.
- Conduct Market Survey for procurement of Goods and services as and when required
- Extract vendor information, procurement status report, consolidated purchase requisition and purchase orders
- Maintain filing of complete procurement document including PR, PO, GRN and all correspondence related to procurement
- Keeping track of the payment after the files are sent to finance.

R2. Prepare database of all the rates currently charged by the contractors and vendors which could be referred to at the time the services are required

- Maintain complete and accurate procurement master files (including purchase requisition, quotation, purchase order and procurement related document)
- Initiate and negotiate hiring of private vehicles and other transport services as and when required



R3. Identify and determine vendors for supply of various goods and services

- Prepare vendor set-up form and send to procurement committee for approval
- Coordinating with SSC Supplier Maintenance team for vendor set up and modification
- Conducting Semi Annual Bridger Check for CARE Nepal
- Conducting Annual Vendor Review every year
- Identify and determine the best quality goods/products and service delivering vendors for supply and delivery of goods, repair and maintenance and similar activities
- Update and maintain vendor's detailed information with classification of products and services
- Obtain performance feedback about consultant from the requester /budget holder in the prescribed format and maintain a copy in the procurement
- Maintain filing of complete procurement document including PR, PO, GRN and all correspondence related to procurement

R4. Fleet management

- Maintain an annual schedule for renewal of vehicle blue book and payment of annual vehicle taxes (including renewal of vehicle registration, license plate and driving license of expats). Facilitate in renewal of driving license of all drivers in line with the GoN rules.
- Maintain documents of CARE Nepal vehicles; prepare guidelines and documents for renting it to projects on monthly basis. Prepare monthly vehicle allocation list to projects and field offices in consultation with Project Manager and budget holders. Prepare monthly vehicles rental invoice based on allocation list and forward to finance for charging to the projects.
- Ensure safety measures are adopted in every vehicle of Central Office and Project Offices. Facilitate vehicle safety awareness training to the drivers once a year
- Timely planning for sale/auction of scrap old vehicles/motorcycles including arrangement to publish sale/auction notice in daily newspaper and coordination with GoN organizations like Department of Transportation to complete all necessary formalities to scrap vehicles which could not be sold or auctioned to public. Timely disposal of damaged/irreparable/unusable equipment as per the Global Property Management policy.
- Ensure all CARE vehicles have log-book and are filled by staff properly when using the vehicle.
- Maintain record of condition of office vehicles, and ensure timely repair and maintenance and replacement of spare parts.
- Prepare and maintain vehicle job cards, vehicle performance reports, fuel consumption reports, depreciation charging for newly purchased vehicles, and repair and maintenance records. Forward invoices to finance section for cross charging as per policy.
- Prepare documents required to formalize with GoN for import of the vehicles in advance.
- Orient drivers on the procedures and acceptable behavior to be adopted after accident. Manage vehicle's accidents as per the rules of organization in a congenial way.

R5. Staff Supervision and Development

- Act as the direct line manager for drivers in Central Office.
- Facilitate timely submission of timesheets and performance management (APAA) of direct reports.
- Support in development and capacity building of direct reports, monitor their progress and coach/mentor them to help them perform better.
- Keep them abreast on current situation and reorient them on new guideline whenever changes occur.
- Act as acting Operations Manager during his absence



R6. Upholding CARE’s Core values and ensuring its principles

- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

Spending authority: Procurement Associate/Head Driver & Logistics/Warehouse Associate

Working conditions: Based in Kathmandu with some requirement for travel out of Kathmandu

PERSON SPECIFICATION REQUIREMENTS

Qualifications and Experience

Master’s degree in Business Administration or a relevant degree with minimum 3 years of experience in a similar position.

Knowledge Skills and Competencies

- Good knowledge of local and international procurement processes
- Sound knowledge in financial procedures
- 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

Approved by: _____

Date: _____

Agreed by: _____

Date: _____