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| **Vacancy Announcement** | |
| Job title: | **Procurement and Contracts Officer** |
| Reporting to: | **Procurement and Contracts Manager, RPIU** |
| Deadline: | **August 6, 2024** |
| Base Station: | **Dushanbe, Pamir Energy Head Office, with travels to the project sides in VMKB and abroad** |
| Salary: | **To attract best qualified candidate** |

**BACKGROUND OF THE COMPANY:**

[**Industrial Promotion Services (IPS)**](http://www.akdn.org/ips): is the Aga Khan Fund for Economic Development's (AKFED) operating arm in the industrial sector. Its companies in Africa and Asia incorporate the most appropriate advanced production technologies across a wide range of projects, from export-oriented agro-industries to printing and packaging and infrastructure.[More information....](http://www.akdn.org/ips)

The IPS Asia – Energy Portfolio aims to create sustainable and responsive investment vehicles and energy interventions (modelled to the particularities of the local context and environment) to enable private sector involvement in the provision of public energy services, with a focus on rural electrification in partnership with respective government entities. It currently operates regionally through its project companies - Pamir Energy in Tajikistan, Badakhshan Energy in Afghanistan and Northern Pakistan Energy Limited in Pakistan.

Pamir Energy is currently looking for a highly qualified and result oriented individual for the position of Procurement and Contract Officer. The Procurement and Contract Officer will be part of the Regional Projects Implementation Unit. The Regional Projects Implementation Unit is responsible for the implementation of energy projects in Tajikistan, Afghanistan and Pakistan.

This position is within Pamir Energy company and reports to the Procurement and Contracts Manager and the Lead for Project Development and Implementation.

**Position Overview:** The Procurement and Contracts Officer will be responsible for overseeing all procurement and contracting activities within the Regional Projects Implementation Unit (RPIU). This role involves managing procurement processes, negotiating contracts, ensuring compliance with organizational policies, and providing essential support to the head of the unit.

Key Responsibilities:

1. **Procurement Management:**

* Develop and implement procurement strategies and plans.
* Coordinate the procurement process from requisition to delivery, ensuring efficiency and compliance.
* Maintain accurate procurement records and documentation.

1. **Contract Administration:**

* Draft, review, and negotiate contracts, ensuring terms are favorable and compliant.
* Monitor contract performance and resolve issues or disputes as they arise.
* Facilitate contract modifications, extensions, or terminations.
* Processing contract payments

1. **Vendor and Supplier Relations:**

* Identify and assess potential vendors and suppliers.
* Manage relationships with vendors, negotiating contracts and resolving issues.
* Evaluate vendor performance and compliance with contractual obligations.

1. **Support to Head of Unit:**

* Provide administrative support to the head of the unit, assignments follow ups including scheduling meetings, preparing agendas, and documenting minutes.
* Assist in the preparation of reports, presentations, and correspondence related to procurement and contracts.
* Collaborate with the head of the unit on strategic initiatives and special projects as assigned.

1. **Compliance and Risk Management:**

* Ensure adherence to procurement policies, procedures, and regulatory requirements.
* Identify and mitigate procurement-related risks.
* Conduct periodic audits and assessments to maintain compliance and efficiency.

**Qualifications and Skills:**

* Bachelor’s degree in Business Administration, Procurement, Finance, or a related field.
* Proven experience in procurement, contract management, or a similar role.
* Strong understanding of procurement processes, contract law, and negotiation principles.
* Excellent organizational and multitasking skills.
* Analytical mindset with strong problem-solving abilities.
* Proficiency in MS Office Suite and familiarity with procurement software/tools.
* Effective communication and interpersonal skills.

**Other skills and/or abilities**

* Proficient in use of Microsoft Office, Microsoft Project, Outlook
* Working knowledge of database reporting and platform manipulation
* Familiarity with use of contracts management tools and procurement related platforms

How to Apply:

Interested candidates should apply via AKDN Career Centre. Please apply here:

[***www.the.akdn/careers/****2173590\_5750*](http://www.the.akdn/careers/2173590_5750)or send your Cover Letter and updated CV to  [shamsiya.shodibekova@pamirenergy.com](mailto:shamsiya.shodibekova@pamirenergy.com) and [ubaid.khujanazarov@pamirenergy.com](mailto:ubaid.khujanazarov@pamirenergy.com) before 5 PM, August 6, 2024, in the subject please write “**Procurement and Contracts Officer**”.

Only shortlisted candidates will be contacted.