

## Terms of Reference (ToR)

### Procurement Officer\_FCBL Corporate Headquarters,Phuentsholing

<b>Position Title</b>	Procurement
<b>Grade</b>	M4
<b>Pay &amp; Allowances</b>	<ol style="list-style-type: none"> <li>1. Basic Pay: Nu.21,990</li> <li>2. 20% House Rent Allowance (HRA) on basic pay</li> <li>3. Fixed Allowance: Nu. 12300.00</li> <li>4. LTC: Nu. 1250</li> <li>5. Other benefits: PBVA &amp; other entitlements as per FCBL Service Rules</li> </ol>
<b>Type of Employment</b>	Regular after a six-month probation period and during this period, will be positioned one grade lower.
<b>Qualification &amp; Experience</b>	BBA / BCom / Supply Chain Management, minimum of four (4) years of relevant work experience.
<b>Background</b>	The Procurement Officer of the Food and Essential Commodity Division (FECD) shall be responsible for planning, coordinating, and managing the procurement of food grains, essential items, and other assigned products to ensure the timely availability of stocks, cost efficiency, compliance with procurement policies, and support for FCBL's commercial and national food security mandates.
<b>Knowledge, Skills &amp; Abilities</b>	<p><b>Personality Specifications &amp; Attributes</b></p> <ul style="list-style-type: none"> <li>● Adaptability to a corporate and operational environment.</li> <li>● Ability to work under pressure and meet deadlines.</li> <li>● Strong interpersonal and networking skills.</li> <li>● Good communication and coordination skills.</li> <li>● Proactive, detail-oriented, and solution-focused approach.</li> <li>● High level of integrity and accountability.</li> </ul> <p><b>Core Competencies</b></p> <ul style="list-style-type: none"> <li>● Procurement planning and execution</li> <li>● Inventory management and demand forecasting</li> <li>● Budgeting and financial monitoring</li> </ul>

	<ul style="list-style-type: none"> <li>● Supplier relationship management</li> <li>● Negotiation and commercial acumen</li> <li>● Market analysis and procurement optimization</li> <li>● ERP/system proficiency and data management</li> <li>● Analytical reporting and problem-solving</li> <li>● Communication, coordination, and stakeholder management</li> <li>● Teamwork, leadership, and conflict management</li> <li>● Change management and continuous improvement</li> </ul>
<p style="text-align: center;"><b>Duties, Responsibilities &amp; Accountabilities</b></p>	<p><b>1. Procurement Planning and Stock Replenishment</b></p> <ul style="list-style-type: none"> <li>● Prepare annual, quarterly, and periodic procurement plans for food grains and essential items based on demand forecasts, stock thresholds, sales trends, and operational requirements.</li> <li>● Ensure timely replenishment of stocks across FCBL outlets, warehouses, and regional offices to avoid stock-outs or overstocking.</li> <li>● Consolidate procurement requirements in coordination with regional offices and relevant departments.</li> </ul> <p><b>2. National Food Security Reserve Stocks</b></p> <ul style="list-style-type: none"> <li>● Facilitate the timely procurement, replenishment, and distribution of the National Strategic Food Reserve.</li> <li>● Coordinate with relevant stakeholders to meet national food security objectives and compliance requirements.</li> </ul> <p><b>3. Procurement Execution and Supplier Coordination</b></p> <ul style="list-style-type: none"> <li>● Manage the end-to-end procurement process, including sourcing, quotation/tender processing, purchase order issuance, supplier coordination, and delivery follow-up.</li> <li>● Maintain effective supplier relationships to ensure timely supply, quality compliance, competitive pricing, and reliable service.</li> <li>● Resolve procurement-related operational issues, delays, disputes, and supply disruptions.</li> </ul> <p><b>4. Procurement Committee Coordination</b></p> <ul style="list-style-type: none"> <li>● Serve as Member Secretary to the Food Grain and Essential Items Procurement Committee.</li> <li>● Facilitate committee meetings, prepare agendas, maintain minutes and</li> </ul>

documentation, and ensure implementation of committee decisions.

#### **5. Logistics and Distribution Monitoring**

- Monitor dispatch of consignments and delivery schedules to ensure timely receipt and distribution of goods.
- Liaise with suppliers, warehouses, transport teams, and regional offices to address logistics bottlenecks and delivery delays.

#### **6. ERP and Documentation Management**

- Create and process purchase orders in the ERP system accurately and within required timelines.
- Maintain complete procurement records, approvals, supplier documentation, and transaction history.
- Ensure data accuracy, integrity, and traceability of procurement transactions.

#### **7. Market Analysis and Procurement Optimization**

- Analyze procurement trends, supplier performance, market prices, sales patterns, and customer demand to support informed procurement decisions.
- Monitor commodity price movements and changing market conditions to optimize procurement timing and cost efficiency.
- Recommend procurement strategies based on commercial analysis and stock performance.

#### **8. Budgeting and Financial Monitoring**

- Prepare annual procurement budgets and procurement-related inputs for the Annual Performance Compact (APC).
- Monitor procurement expenditure against approved budgets and operational plans.
- Support cost optimization initiatives while maintaining required quality and stock availability.

#### **9. Policy Review and Process Improvement**

- Review procurement guidelines, business practices, and operational procedures periodically.
- Recommend process improvements and policy revisions to enhance

	<p>efficiency, compliance, and responsiveness to changing market conditions.</p> <p><b>10. Reporting and Performance Monitoring</b></p> <ul style="list-style-type: none"> <li>• Prepare procurement reports, stock analyses, management updates, supplier performance reviews, and budget utilization reports.</li> <li>• Track procurement performance against approved plans, timelines, budgets, and operational targets.</li> <li>• Provide timely management information to support decision-making.</li> </ul>
<p><b>Document Requirements</b></p>	<ol style="list-style-type: none"> <li>1) Duly Filled FCBL Employment Application Form (download from website: <a href="http://www.fcbl.bt">www.fcbl.bt</a>)</li> <li>2) Curriculum Vitae/Resume</li> <li>3) Copies of Academic transcripts</li> <li>4) Copy of valid Citizenship Identity card</li> <li>5) Security Clearance Certificate</li> <li>6) Original Medical fitness certificate</li> <li>7) No Objection Certificate, if employed</li> <li>8) Certificate of Post Graduate Diploma in National Law</li> <li>9) Certificate from the Bar Council of Bhutan.</li> </ol>