

The **Philippine Fisheries and Coastal Resiliency Project – NPMO** announces the vacancy for **two (2) Procurement Assistants**. To apply for the said positions, interested parties are required to submit via email ([fishcore.sbac@bfar.da.gov.ph](mailto:fishcore.sbac@bfar.da.gov.ph)) the following documents:

1. Letter of Interest / Intent;
2. Curriculum Vitae (CV);
3. Personal Data Sheet; and
4. Other supporting documents to the application.

The validity period of the posting will be July 3-9, 2024. Only shortlisted applicants will be contacted.

**Duties and Responsibilities of the Procurement Assistant for the FishCoRe Project:**

1. Provide administrative support to the Special Bids and Awards Committee (SBAC) and its Secretariat in the conduct of the pre-procurement and pre-bid conference, bid opening, deliberation and consultation meetings;
2. Assist in the consolidation of the Procurement Plan (PP);
3. Assist in the initial review of the Technical Specifications / Scope of Works / Terms of Reference for presentation to the SBAC and preparation of materials for the Pre-Procurement Conference;
4. Coordinate, set schedule, and attend pre-procurement and pre-bid conferences, bid opening, deliberation, and consultation meetings;
5. Prepare Abstract of Quotation (AOQ) and facilitate its completeness;
6. Assist supplier/bidder/procurement officer/FishCoRe Project employee with their inquiries on matters related to procurement;
7. Maintain the data management system of the SBAC;
8. Assist in the preparation of the Resolution, NOA, NTP, PO, and notarized Contract from winning bidders;
9. Prepare and send Notice of Meetings;
10. Coordinate and assist the Procurement Officers/Regional SBAC Members/SBAC Secretariat during the conduct of any meeting/workshop/seminar on procurement; and
11. Perform such other related functions as may be directed by the immediate supervisor.

**Qualifications:**

1. Must be a college graduate, preferably with a bachelor's degree relevant to the job such as Law, Accountancy, Financial Management, and Business Administration;
2. CSC eligibility is preferred;
3. Knowledgeable in RA 9184;
4. Knowledge of World Bank Procurement Guidelines or its equivalent is an advantage;
5. At least 2 years of experience in procurement in government;
6. With excellent oral and written communication skills;
7. Competent in Microsoft Office applications;
8. Must be self-driven with the ability to work under pressure with minimal supervision and deliver amidst tight deadlines;
9. Solid organization and time-management skills;
10. Strong interpersonal skills, and the ability to work well in a team;
11. Ability to prioritize, organize, monitor, and work efficiently on documents and tasks while maintaining the quality of work and delivering outputs within the established deadline and timelines;
12. Ability to be discrete and able to keep confidential information.