



Procurement Management Officer II

Status: Contract of Service

Monthly Salary: Php 37,584.00 (*inclusive of 20% premium*)

Item Code: COS-PMO2-020

Division: General Services Division

Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	At least two (2) years of relevant experience
Training:	At least sixteen (16) hours of training on the Government Procurement Reform Act (RA 9184) and its Implementing Rules and Regulations (IRR)
Eligibility:	None required
Competency:	-Effectively communicates through written reports and correspondences -Creates and presents concise and informative reports

Duties and Responsibilities:

- 1) Act as the contract management officer of the procurement section under the General Services Division.
- 2) Take custody of procurement documents and other records for submission to regulatory bodies and as central repository of the procurement documents.
- 3) Monitor procurement activities and milestones for proper reporting to relevant agencies when required.
- 4) Monitor compliance with the terms and conditions of the procurement contract.
- 5) Ensure coordination with the end-users for the acceptance of goods and services.
- 6) Ensure coordination with the Finance Unit for payment of contracts.
- 7) Initiate review and assessment of performance and recommend sanctions to the head of the procuring entity, through the BAC, against erring suppliers, contractors, and consultants, including the forfeiture of performance security and blacklisting.
- 8) Perform other duties as may be assigned by the supervisor.



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