

Position Title: Planning Engineer

Reporting to: PTDT Project Manager

Salary: Basic Pay -

Allowance:

Gross Salary:

Eligibility Criteria:

1. **Education:** Bachelor's degree in Engineering (Civil, Mechanical, or a relevant field).
2. **Experience:** Minimum of 2 years in engineering, planning, or a related technical field.
3. **Skills:**
 - Familiarity with project planning, tender processes, and contract management.
 - Knowledge of local and international procurement standards and planning methodologies.
 - Strong organizational and documentation skills.
4. **Language:** Proficiency in Dzongkha & English for effective written and verbal communication.

Roles and Responsibilities:

The Planning Engineer, under the guidance of the PTDT Project Manager, will be responsible for supporting the project's planning, scheduling, and procurement activities for technical works and services. Key responsibilities include:

A. Project Planning and Works Procurement

1. Assist in strategic decision-making processes, especially regarding project planning, scheduling, and tendering for works and services.
2. Review and analyze tender documents and contract agreements to ensure alignment with project standards and objectives.
3. Prepare and organize key project documents, including Expressions of Interest, Tenders, and Contract Agreements.

B. General Procurement and Inventory Management

1. Develop comprehensive plans for purchasing project-related equipment and supplies in collaboration with the department head.
2. Verify that all procured items meet project specifications and quality standards.
3. Maintain organized records of all project-related purchases, pricing, and procurement data, ensuring secure backup and easy access.
4. Prepare and submit monthly procurement and planning reports to the PTDT Project Manager, detailing project progress, challenges, and potential adjustments.

Position Title: Assistant Procurement Officer

Reporting to: Engineering Director

Salary: Basic Pay - 16,900

Allowance: 7,605

Gross Salary: 24,505

Eligibility Criteria:

1. **Education:** Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Engineering, or related field.
2. **Experience:** Minimum 2 years of experience in procurement or supply chain management.
3. **Skills:**
 - Knowledge of procurement practices, processes, and contract management.
 - Familiarity with local and international procurement regulations.
 - Strong analytical and organizational skills.
4. **Language:** Proficiency in Dzongkha & English languages with good communication skills in both written and verbal form.

Roles and Responsibilities:

Under the general direction of the Procurement Director, the Assistant Procurement Officer will be responsible for assisting with procurement tasks related to the acquisition of goods, works, and services from local and foreign suppliers. Key responsibilities are divided into two areas: **Works and Services Procurement** and **Goods Procurement**.

A. Works and Services Procurement

1. Assist in making professional procurement decisions related to tender processes for works and services.
2. Review and analyze all contractual agreements and tender documents to ensure alignment with procurement standards.
3. Prepare and organize Expressions of Interest (EOIs), Tenders, and Contract Agreements for services.

B. General Procurement of Goods

1. Collaborate with the Procurement Director to develop purchasing plans for equipment and supplies.
2. Ensure that all purchased products and supplies meet required specifications and quality standards.
3. Maintain accurate records of purchases, pricing, and relevant data, ensuring secure data backup.
4. Prepare and submit monthly procurement reports to the Procurement Director.