

**GERAB NYED-YON Ltd.**  
**ToR for Procurement Analyst**

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**1. Introduction**

Gerab Nyed-Yon Ltd. (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Dratshang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

**2. Position and Grade**

Procurement Analyst (PS2)

**3. Employment Type**

- Initially for three years contract which is extendable based on individual's performance and requirement of the company.

**4. Job Description**

As the Procurement Analyst, the incumbent will oversee all procurement activities of the company with key responsibility in strategizing and optimizing costs and processes in the area of procurement and with specific focus on technical procurements such as construction projects, building maintenance, and associated materials. The position reports to the Sr. Analyst, Corporate Service Division.

**5. Duties and Responsibilities**

The analyst's responsibility shall be categorized under two major roles as follows:

5.1. Contract Management

- Develop and implement procurement strategies in alignment with the company's policies and overall business objectives.
- Conduct material and financial variance analysis.
- Review and monitor contract conditions and performance and manage variations.
- Resolve procurement-related disputes and claims.
- Maintain accurate and up-to-date procurement records.
- Develop and maintain relationships with vendors.

- Collaborating with cross-functional teams, including legal, finance, and operations, to ensure alignment of procurement strategies with overall business objectives.
- Conduct proper work completion assessment, handing-taking of contract both internally and externally and maintain vendor rating for future contracts.
- Any other tasks assigned by the management.

## 5.2. Procurement

- Prepare the resource plan for material and machinery required for each project with a timeline as per the project implementation plan.
- Prepare quarterly budget requirements based on the procurement plans to enable Accounts Section to prepare a cashflow plan.
- Institute management information system (MIS) for material management.
- Institute proper inventory management system including material inspection for quality, specification and completeness before dispatch, and material costing system at the receiving point.
- Prepare and issue bidding documents, bid invitations, request for proposal, technical specifications, contract terms in consultation and all other required documents in consultation with other relevant personals.
- Conduct pre-bid meetings and site visits to ensure accuracy of requirements.
- Evaluate bids and proposals based on technical and commercial criteria.
- Lead and prepare the contracts, including design drawings, cost estimations, documentation and fulfill the minimum procedural requirements of the contracts.
- Verify cost estimation and monitor budget utilization for requisitions from respective departments and divisions.
- Negotiate contract terms and conditions with vendors.
- Ensure compliance with procurement policies, procedures, and legal requirement.
- Conduct market research of rates, quality and other details for products, services and works and
- Conduct vendor analysis and due diligence of suppliers, consultants and contractors.

## **6. Qualification & Experience Criteria**

- Bachelor's degree in civil engineering.
- Minimum of five years of relevant work experience excluding the study period;
- Thorough knowledge of procurement rules and regulations.
- Preference may be given to candidates with experience in contracts management.

## **7. Core Competencies**

- Strong analytical and problem-solving skills.
- Excellent negotiation and communication skills.
- Proficiency in contracts management and procurement software and systems.
- Attention to detail and accuracy an ability to work under pressure.
- Team player with good interpersonal skills.

## **8. Other requirements**

- Duly filed GNY admission form
- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- Copy of academic certificates;
- Letter of job experience;
- Copy of CID;
- Security Clearance Certificate;
- Medical Fitness Certificate;

## **9. Salary & Others Benefits**

- Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules and based on the candidates' skills and experience.

## **10. Contact Person**

For further information please contact Pema Chezom at +975-2-341578 or email to [hra@gerab.bt](mailto:hra@gerab.bt)

**Please call the above number and confirm your submission through email.**

## **11. Application Deadline**

The application along with required documents shall be submitted to Senior Analyst, Corporate Service Division on or before 12<sup>th</sup> of August 2024.