

SCHEDULE "B"
PLACEMENT ORDER FORM

Date of Order : 30/11/21
Order No. : 1421-1422

This Placement Order Form is issued pursuant to the Personnel Supply Agreement, dated 9th Sep 2020 between the Company and KRIBHCO & IFFCO, OQ.

The Company wishes to recruit candidates for the position described below:

1. Position and Number: Purchase Officer - 02 No.
Experience and Qualifications: BSc in Business Administration/Engineering or equivalent. 5 years of experience in procurement and supply chain management out of which 4 years in a petrochemical/Oil & Gas industry.
Job Description:
Reporting to: Purchase & Contracts Manager
 - Analyse the purchase requisitions received from the indenters to ensure applying the appropriate method of procurement/tendering and comply with the procurement Manual and company standards terms /conditions and procedures.
 - Reviewing specification all enquiry details, selecting the right vendors, ensure sending these enquiries to vendors to get competitive bids.
 - Ensure timely receiving of quotations before tender closing dates.
 - Arrange for techno-commercial evaluation of the quotations received to identify that best offer meets the needs of indenter to place order for the required items following the terms and conditions of the procurement manual/policy.
 - Recommend opening of received quotations or extending the tenders closing dates as per the Procurement Manual to ensure receipt of sufficient bids.
 - Conduct an in-depth analysis and collaborate with procurement committee, whenever is required, to jointly evaluate the received quotations technical and commercially and ensure complying of company procurement procedures.
 - Coordinate with procurement committee as and when required to review the quotation comparison statements (QCS) and respond to vendors or indenter comments and clarifications.
 - Coordinate with procurement committee for negotiation with vendors to ensure that the requirements of material are met, and the offered prices are reasonable and competitive.
 - Make recommendation for placement of order with necessary justification.
 - Prepare and check proposal for competent authority approval.
 - Managing the progress of purchase order and ensures execution of it and releasing of payment to the vendor, as per order and contractual terms and conditions.
 - Analyse, arrange and manage negotiation, discussions to resolve any issue, conflicts, etc. arises during order or bidding stage with end user, vendor or any third party.
 - Analysing and forecasting departments' procurement requirements to better planning and improve the process.
 - Generates the periodical reporting process including monitoring and tracking procurement activities to submit to concern departments heads for review the orders status.
 - Following on items purchase, logistics and custom clearance to ensure receipt of materials on time and good condition.
 - Ensure compliance with audit and quality requirements using oracle system and documentation records.
 - Any other tasks related to procurement that may be assigned by manager Responsibility.

2. Grade and Basic Salary: 7, OR 716/-

3. Date Required: To join OMIFCO at earliest, for a period of TWO years.

4. Placement Fee :OR 2506

Authorized Representative of the Company

By: _____

Name: Said Al Salmi
Title: HC Manager



Acknowledged by Authorized Representative for
KRIBHCO, OQ and IFFCO

By: _____

Name: _____
Title: _____