

**Ministry of Health & Family Welfare  
Department of AIDS Control  
(National AIDS Control Organization)**

Applications are invited for appointment of for Technical Officer in Procurement Division, NACO, New Delhi on contractual basis.

**TOR**

1. Examination of indents received from various Programme Division of NACO to ensure quality, specifications and delivery schedules are clearly specified and forward the same to the Procurement Agent of NACO to initiate procurement action.
2. Coordinate with Programme Division for vetting of the bid documents received from the procurement Agent and subsequent issue of Invitation of Bids. Ensure posting of the bid notices etc. on NACO's site.
3. Attending pre-bid meeting with Programme Division's representative and ensure clarifications asked for in the meeting are forwarded to the Procurement Agent for proceeding further.
4. Perusal of the Bid Evaluation Report (BER) submitted by the Procurement Agent and submit to competent authority for examination of the recommendation for award of contract in the BER.
5. Issue of Sanction for release of funds to the Procurement Agent after approval of the competent authority for award of contract for supply of various types of Diagnostic kits and equipments.
6. Follow up with the Procurement Agent to ensure supply is maintained as per contract and any other issues related to supplies.
7. Any other work as may be assigned by the controlling officer.

**Qualification**

- Graduate in science.
- Minimum 2 years working experience in procurement related matters.
- Good communication skill in English
- Knowledge of procurement of goods under World Bank guidelines would be desirable.

Eligible candidates may send applications by email with subject line 'Application for TO(Procurement)' with details as mentioned above in the Bio-data to the email address [jobs.naco@gmail.com](mailto:jobs.naco@gmail.com) .

**The last date of receipt of application is 30 March, 2012.**