

## Job Description

<b>JOB DETAILS:</b>	
Position Title:	Contract Management Specialist
Designation:	Contract Management Specialist
Grade:	PPS-10 equivalent to BPS-20
Department:	Ministry of Railways/ Pakistan Railways

<b>JOB PURPOSE:</b>
Ensure conformance with established guidelines, methods, techniques, and policies along with the knowledge of railway procurement, supervisory techniques, personnel policies, and procedures.

<b>JOB DESCRIPTION</b>
<ol style="list-style-type: none"><li>1. To manage all procurement contracts and deliberate assistance regarding procurements.</li><li>2. Ensure implementation and compliance to EPADs procurement software as prescribed by PPRA.</li><li>3. Assist in communication/ correspondence with consumers and firms to finalize the tender cases.</li><li>4. Liaison with State Bank of Pakistan and National Bank of Pakistan regarding Letter of Credit (LC) matters.</li><li>5. Assist in matters regarding Budget Estimates and Audit Replies.</li><li>6. To document processes and present progress reports to executives and senior managers.</li><li>7. Any other tasks given by Competent Authority.</li></ol>