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**ROYAL MONETARY AUTHORITY OF BHUTAN**

<b>Position Title</b>	<b>Procurement Assistant</b>
<b>Position Level</b>	SS8
<b>Function</b>	To provide administrative and operational support in the procurement of goods, works, and services in compliance with procurement rules, regulations, and procedures. The Procurement Assistant ensures transparency, documentation, and efficiency in procurement-related activities.
<b>Location</b>	RMA Main Office, Thimphu
<b>Department/Office</b>	Department of Treasury and Corporate Services
<b>Employment type</b>	Regular

**Key Duties & Responsibilities**

**1. Procurement Support**

- Assist in preparing requests for quotations (RFQs), purchase orders (POs), and bid documents.
- Collect quotations, compile bid comparison sheets, and support evaluation processes.
- Follow up with vendors and internal requesters on procurement timelines and delivery status.

**2. Documentation and Filing**

- Maintain a proper filing system of all procurement documents (*PRs, POs, contracts, delivery notes, etc.*).
- Ensure traceability of procurement transactions for audit and reporting purposes.
- Archive expired contracts and records as per retention policy.

**3. Inventory and Asset Coordination**

- Assist in receiving and inspecting deliveries of goods and updating inventory records.
- Support tagging of fixed assets and updates to the fixed asset register.
- Coordinate with the stores section or users on distribution of procured items.

**4. Vendor and Contract Management**

- Maintain and update the vendor database.
- Assist in monitoring contract validity, renewals, and compliance with terms and conditions.

**5. Compliance and Reporting**

- Ensure that all procurement activities are carried out in accordance with RMA Procurement Rules and Regulations, or RMA's internal policies.
- Assist in compiling procurement reports and data for management or external audits.

<b>Qualification, experience, knowledge, Skills and Abilities</b>	<p><b>Qualification</b></p> <p>Diploma in Materials and Procurement Management.</p> <p><b>Knowledge Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Basic understanding of procurement principles and inventory management.</li> </ul>
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	<ul style="list-style-type: none"><li>• Knowledge of public procurement rules is an advantage.</li><li>• Proficient in Microsoft Office, especially Excel and Word.</li><li>• Good documentation and recordkeeping skills.</li><li>• Strong organizational and interpersonal communication skills.</li><li>• High integrity and attention to detail.</li></ul>
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