Functional Structure for the Procurement Policy Office

- **Member**
  - Confidential Secretary
  - Word Processing Operator

- **Director**
  - Analyst/Senior Analyst
  - Finance Officer
  - OMA
  - Assistant Manager Procurement

- **Member**
  - Analyst/Senior Analyst
  - MSO
  - Assistant Manager Procurement & Supply
  - Manager Procurement & Supply

- **Office of Director**
  - Analyst/Senior Analyst

- **Tasks:**
  - Cooperation with Development Partners
  - Formulate and implement communication strategy
  - Coordinate Annual Report & PPO newsletters
  - Secretariat for PPP Committee
  - Coordinate PPO Budget
  - Assist the Director in dealing with management and technical issues
  - Conduct Registry works
  - Conduct e-Archiving
  - Manage Documentation center
  - Organize logistics for PPO’s Activities

- **Section 1 – Legal Matters and compliance**
  - Analyst/Senior Analyst
  - Assistant Manager Procurement
  - Manager Procurement & Supply
  - Bot Projects Unit

- **Section 2 – Capacity building and advisory**
  - Analyst/Senior Analyst (Vacant)
  - Assistant Manager Procurement
  - Manager Procurement

- **Section 3 – Procurement Templates and innovative Practices**
  - Analyst/Senior Analyst
  - OMA

- **Section 4 – Information Technology**
  - IT Manager
  - OMA – Administration for E-Procurement
  - Project Coordinator
  - Project Coordinator
  - STM

Tasks:

**Section 1 – Legal Matters and compliance**
- Draft Regulations, Directives, Circulars, guidelines and amendments to PPA
- Attend to complaints from Public Bodies
- Attend to complaints from suppliers
- Conduct debarment and disqualification of defaulting suppliers
- Conduct performance and compliance assessment in Public Bodies

**Section 2 – Capacity building and advisory**
- Conduct training needs analysis and designing relevant courses
- Train the Trainers
- Conduct and oversee training programme in-house or in collaboration with other institutions
- Conduct procurement R & D
- Compile advices and guidance issued and follow-up on outcomes
- Updating the FAQ system for consultation by Public Bodies

**Section 3 – Procurement Templates and innovative Practices**
- Develop and test bidding and contract models to be used in the public sector
- Facilitate and coordinate use of Framework Agreements in the public sector
- Customize digitalized standard Bidding Documents/ templates for the e-procurement system.
- Development of procurement techniques, such as performance based technical specification
- Promote Sustainable Public Procurement

**Section 4 – Information Technology**
- Implement the e-procurement system
- Manage Help Desk
- General IT support
- Management of the centralized registration process
- e-Procurement support service provider’s Contract management
- Management of Public Procurement Portal
- Management of PPO Website