



Philippine Geothermal Production Company, Inc. (Philippine Geothermal) is a Filipino corporation operating the Tiwi steam fields in the province of Albay and the Mak-Ban steam fields in the provinces of Batangas and Laguna. It is owned by Allfirst Equity Holdings, Inc. (AEHI), directly and through its wholly owned subsidiaries.

Tiwi and Mak-Ban are the result of a successful partnership between Philippine Geothermal's predecessor and the National Power Corporation that began in 1971, when a 2.5 kW government experiment was transformed into the first commercial geothermal power project in Southeast Asia, and led to the birth of the geothermal industry in the Philippines.

Philippine Geothermal continues its legacy of providing a clean, stable, reliable, and renewable source of energy to meet the country's growing power requirements. Its vision is to be the leading geothermal energy company, recognized not only for its world-class performance but also for contributing to the improvement in the lives of the people in the communities where it operates.

Career Opportunity Procurement Specialist

Successful candidate will be responsible for the administration and implementation of external party contracts for the company. He/She will:

The Role

- Lead/Participate in the contractor/supplier selection process, which includes: accreditation, preparation of bid packages, pre-selection/pre-bid meeting, quote/bid evaluation, clarifications and negotiations, and preparation of recommendation to award
- Lead/Participate in contract/purchase order preparation process, which includes: compliance to contract model standard and interface with Legal, project owners and stakeholders to identify contract requirements and resolve issues
- Lead/Participate in the administration of all awarded contracts/purchase orders, which includes: rollout of contract terms and conditions to end user, clarification and resolution of all contract related issues and concerns, record keeping, monitoring and coordination of all contractor management required inspections and reports, negotiation for any changes and modifications of contracts, and contract evaluation and closure process
- Lead/Participate in contracting process review, improvement and implementation, compliance to safety requirements, contractor management, reviews and continuous improvement
- Coordinate with various requestors for the identification of procurement and contractual requirements of the company. Keep up with the developments in the industry and assess the applicability of the same to company's procurement practices.

The Individual

- BS Engineering graduate, with at least five (5) years of work experience in contract/purchase order formulation and administration and procurement operations
- Demonstrated capability in contracting for materials and services, including contractor/supplier identification and qualifications, development of bid requests and negotiation of agreement.
- Knowledge in Ariba and Oracle's JDE is an advantage
- Proficient in MS Office Applications

To apply, visit PGPC Careers site at www.pgpc.com.ph and complete the online application not later than **March 22, 2018**.

All information supplied will be treated as strictly confidential for the purpose of selection and recruitment. Only shortlisted candidates will be notified.