

Name	Atta-ur-Rehman Khilji
Position	Assistant Director (Contract Administration)
Current Duties	<ul style="list-style-type: none"> • Prepare invitation for bid and request for proposal solicitation packages • Draft evaluation criteria for vendor selection • Review and analyze bids and proposals • Conduct pre-bid conferences, negotiations, and meetings • Perform cost/price analysis of bids and proposals • Negotiate contract costs, terms and conditions with vendors • Provide recommendations for awards to Deputy Director Administration for approval as appropriate • Administer and monitor contracts and ensure they conform to applicable local, provincial, and federal laws, rules, and regulations as well as ADB procedures • Prepare contract amendments • Mediate and resolve conflicts • Assistant Deputy Director Contract Administration in the NPSO in maintenance of a database of all contracts and procurements carried out by national and provincial PSOs • Perform other related duties as assigned
Education	M.Sc (Mathematics), L.L.B
Past Experience	<ul style="list-style-type: none"> • As an Advocate/Lawyer (From June, 2000 to October, 2002), acquired the license from Balochistan High Court to plead cases in the lower courts of Balochistan in May, 2001 • Joined Provincial Civil Service as Assistant Executive Officer (Finance and Accounts) on 22nd October, 2002. After the successful completion of five months Training at NIPA Quetta, served on attachment basis in Government of Balochistan, Finance Department and Treasury Office Quetta. Afterwards posted in the DCO Office Quetta as Assistant Executive Officer (Finance and Accounts) and performed duties there from April, 2004 to 18th May, 2006 and Presently Serving as Assistant Director (Contract Administration) in the Decentralization Support Program, Finance Department Government of Balochistan.
Interests	Keenly interested in Legal matters as well as Project Management and related activities