

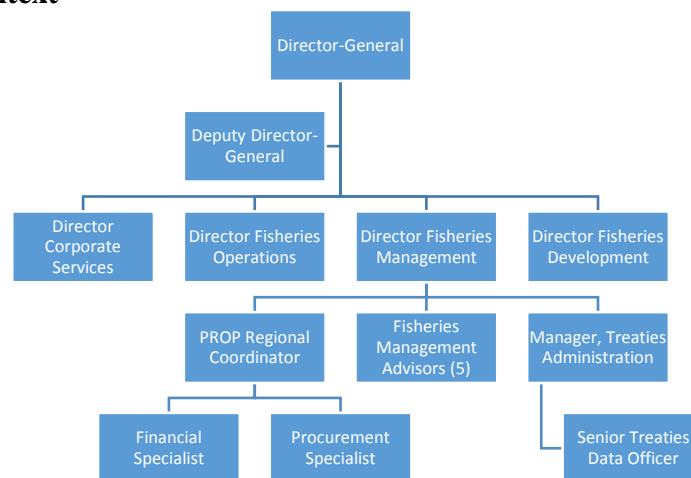


JOB DESCRIPTION

Job Identification

Job Reference:	
Job Title:	Procurement Specialist - PROP
Work Unit:	Program Support Unit within Fisheries Management Division
Responsible To:	Director of Fisheries Management through PROP Project Coordinator
Responsible For:	No staff to supervise
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> • Responsible for managing regional procurement and working with national implementing agencies on procurement at the national level as required including preparation and updating of procurement plans. • Ensure implementation of procurement plans for the project. This includes procurement for goods and services and consultancies necessary for implementing the activities of the project
Date:	

Organizational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas:

1. Procurement of goods, works and consultants services required for implementation of the regional project;
2. Contract and Document Management
3. Annual Planning and Reporting

The performance requirements of the Key Result Areas are broadly described below;

Jobholder is accountable for	Jobholder is successful when
<p>1. Procurement of Goods, Services and Technical Works :</p> <p>Preparation:</p> <p>a. Preparation of documents for procurement of goods and services-:</p> <ul style="list-style-type: none"> • Invitation for bids • Technical specifications • Assessment and evaluation documents • Bid clarifications • Publishing of bidding announcements <p>b. Organisation and Coordination:</p> <ul style="list-style-type: none"> • Organise and assist in managing pre-bid proposal conference • Provide support to the Evaluation Committee activities (bid opening, arranging logistics, preparing bid evaluation packages, attend as note taker and keep minutes of meetings) • Assist with the evaluation of bids, proposals, preparation of evaluation reports and recommendations for contract awards, and negotiations with consultants, including preparation for submissions to obtain approvals <p>c. Supervisory and management</p> <ul style="list-style-type: none"> • Assist the Coordinator in the management and supervision of consultants and consulting firms to achieve high quality technical deliverables. • Liaise with Implementing Agencies on procurement activities to be processed internationally 	<ul style="list-style-type: none"> • Timely preparation of procurement documents • Procurement activities meet donor and local national guidelines, policies and procedures • Procurement activities meet all requirements for soliciting EOIs • Effective support for Evaluation Committee • Timely evaluation of bids to meet procurement deadlines for relevant components of the project • Quality of completed works and services in line with specified standards
<p>2. Contract and Document Management for services, works and consultancies</p> <ul style="list-style-type: none"> • Preparation of contracts for signing • Develop implementation schedules for implementation of services • Ensure proper documentation of contract documents, list of consultants and contractors • Work with Financial Consultant on progress of works and payments • Actively monitor progress of work of consultants in collaboration with national point of contacts. • Documentation of procurement procedures, 	<ul style="list-style-type: none"> • Effective document management system in place • Confidentiality of process • Economies of scale achieved in procurement activities • Procurement plan and activities are implemented according to milestone noted in the procurement plan

Jobholder is accountable for	Jobholder is successful when
procurement guidelines and policies <ul style="list-style-type: none"> • Facilitate payments for goods and services procured • Assess work undertaken and sight goods procured • Liaise with providers and contractors on faults and necessary actions prior to payments 	
3. Annual Planning and Reporting: <ul style="list-style-type: none"> • Assist the Project Coordinator in the development of the Unit's annual work programme and budget • Assist in providing unit reports including procumbent • Assist the Project Coordinator with Audit • Develop procurement plan in line with project activities and milestones 	<ul style="list-style-type: none"> • Annual Work Plan is achieved • Monthly project reports submitted
4. Other <ol style="list-style-type: none"> Assist national project coordinators to undertake similar activities to those listed above. Undertake other relevant activities as deemed necessary for the proper operation of the Program by the FFA Director of Fisheries Management. 	<ul style="list-style-type: none"> • National projects are able to meet all financial and procurement obligations through FFA support.

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

The most challenging duties typically undertaken-: <ul style="list-style-type: none"> • Meeting challenging timeframes. • Coordinating and managing procurement activities • Liaising with members (Implementing Agencies) on works and services of consultants
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External <ul style="list-style-type: none"> • PROP National Coordinators • World Bank • FFC • Regional Organizations • Consultants and Service Provides 	<ul style="list-style-type: none"> • Liaise and gain cooperation • Provide and receive advice • Report on progress of work • Liaise on service and works requirements
Internal <ul style="list-style-type: none"> • Director General • Director Fisheries Management 	<ul style="list-style-type: none"> • Provide and receive directions • Provide technical advice • Monitor and report progress of work

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| <ul style="list-style-type: none"> • Program Support Unit Staff | |
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Level of Delegation

The jobholder:

- | |
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| <ul style="list-style-type: none"> • The incumbent will monitor works and services undertaken by consultants and contractors |
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Qualification

Essential	Desirable
<p>Academic Qualification</p> <ul style="list-style-type: none"> • Tertiary Degree in a procurement, business administration/law, commerce and/or other related area <p>Knowledge and Experience</p> <ul style="list-style-type: none"> • At least 5 years of experience in procurement of goods and services particularly in natural resource management context • Knowledge on guidelines, rules, policies and national in the field of procurement • Knowledge and/or experience in World Bank projects, or with donors of a similar nature • Sound knowledge of project management • Experience in managing contracts for goods, services and major works • Willingness to travel extensively and live and work in developing countries; • Fluency in the English language, ability to explain program issues clearly to partners, and experience in making presentations. • Demonstrated ability to analyse issues and make recommendations • Skill in using Microsoft Office software, particularly Word, Excel and Outlook. 	<p>Academic Qualification</p> <ul style="list-style-type: none"> • Postgraduate qualification in a relevant field; <p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Knowledge of investment projects in member countries

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	<ul style="list-style-type: none"> • Advanced working knowledge on World Bank procurement guidelines • Professional attitude and presentation , including ability to act honestly and professionally in all situations; • Superior problem solving skills; • Excellent understanding of the various mandates of the FFA and World Bank; • Analytical skills.
Advanced Level	<ul style="list-style-type: none"> • Good working knowledge of the PROP Project Appraisal Document (PAD) and Program Operational Manual (POM); • Strong communication skills to influence a certain course of action necessary for the implementation of activities • Advanced project management skills; • Ability to form an articulated and justifiable opinion on relevant issues. • Excellent understanding of national procurement legislations and laws
Working Knowledge Level	<ul style="list-style-type: none"> • PROP national project budgets, procurement plans and annual work plans; • PROP Financing and Grant Agreements between the World Bank and FFA, including the Disbursement Letter; and the Service Agreements between Participating Countries and FFA; • PROP Environmental and Social Management Framework (ESMF); • Knowledge of national and regional fisheries issues; • Divisional Workplans.
Awareness	<ul style="list-style-type: none"> • FFA Strategic Plan, Statement of Intent, Annual Work Program and Budget; • Understanding of Programs and Divisions and their work. • Cultural awareness of member countries

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills

- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment-including technological requirements or statutory changes. Such Change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.