



<b>1. Job title</b>	Procurement Specialist: African Development Bank
<b>2. Location</b>	South Africa, Pretoria
<b>3. Contract period</b>	Up to December 2024
<b>4. Compensation</b>	Negotiable based on qualifications and experience

### Background

The African Organisation of English-Speaking Supreme Audit Institutions (AFROSAI-E) is an autonomous, independent, and non-political organisation with permanent links to the International Organisation of Supreme Audit Institutions (INTOSAI) and the African Organisation of Supreme Audit Institutions (AFROSAI). It has the Supreme Audit Institutions (SAIs) from 26 English-speaking African countries as its members.

The Procurement Specialist will be responsible to provide technical support to the project in performing all procurement-cycle processes under the project including but not limited to acquiring the consultancy services, non-consultancy services, goods and works related to the project funding and in line with the Financing Agreement; and for all operational procurement policies and procedures by ensuring their application is consistent, efficient, fair and transparent and that the procurement under Bank-funded project is conducted on a fit for purpose and value-for-money basis.

### Roles and responsibilities

- Manage the procurement process.
- Manage contracts (vendor management).
- Procurement reporting
- Capacity building and mentoring - build procurement capacity of project team through hands-on training.

### Qualifications

- A Bachelor's degree in Finance, Economics, Accounting or Business and Administration Management. A Master's degree will be an advantage.
- Good knowledge of International Financial Reporting Standards (IFRS)
- Experience and knowledge of the rules and procedures of South African legislation.
- Familiar with the African Development Bank Procurement Regulations and related guidelines as well as the National Public Procurement Law.

### Knowledge & Skills

- Procurement regulations, purchasing, asset management, tender procedures, corruption control measures, procurement legal framework
- Report writing skills, project and time management skills, negotiation skills, computer literacy skills,
- English language skills

### Experience and other requirements

- 5 years' experience as a procurement specialist in an African Development Bank (AfDB) or other

international Agency funded projects

- Experience with projects financed by foreign donors and national public funds
- Experience with managing African Development Bank, World bank or UN funded projects.
- Familiar with the African Development Bank Procurement Regulations and related guidelines as well as the National Public Procurement Law.

**Contact details and closing date for applications**

Interested persons must complete the application form and send it along with a cover letter supporting your application to Marianna van Niekerk at [marianna@afrosai-e.org.za](mailto:marianna@afrosai-e.org.za).

The closing date for submitting applications is **16 June 2022.**