**APPLICATION FORM:**

**Position:** Procurement Specialist: (AfDB)

Name & Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide all information relevant to your application for the position in the space provided below.

Take note:

* The information should be concise.
* CVs will not be reviewed.
* Avoid cutting & pasting from your CV.
* The information should be tailored to the position.
* The application form should be accompanied by a cover letter supporting your application. The cover letter should not exceed two pages.

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| 1. **Qualifications** | **Information relevant to your application** |
| 1. A Bachelor’s degree in Finance, Economics, Accounting or Business and Administration Management.  A Master’s degree will be an advantage. |  |
| 1. Knowledge of International Financial Reporting Standards (IFRS). |  |
| 1. Experience and knowledge of the rules and procedures of South African legislation. |  |
| 1. Familiar with the African Development Bank Procurement Regulations and related guidelines as well as the National Public Procurement Law. |  |

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| 1. **Experience** | **Information relevant to your application** |
| 1. 5 years’ experience as a procurement specialist in an African Development Bank (AfDB) or other international Agency funded projects. |  |
| 1. Experience with projects financed by foreign donors and national public funds. |  |
| 1. Experience with managing African Development Bank, World bank or UN funded projects. |  |
| 1. Familiar with the African Development Bank Procurement Regulations and related guidelines as well as the National Public Procurement Law. |  |

| 1. **Working requirements** | **Information relevant to your application** |
| --- | --- |
| 1. Fluency in written and spoken English. |  |
| 1. Drivers License. |  |
| 1. Computer literate and experienced in the use and application of Microsoft Office (Word, Excel and PowerPoint) as a minimum. |  |

| 1. **Competencies** | **Information relevant to your application** |
| --- | --- |
| 1. Procurement Legal Framework |  |
| 1. Corruption Control Measures |  |
| 1. Tender Procedures |  |
| 1. Asset Management |  |
| 1. Purchasing |  |
| 1. Procurement Regulations |  |

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| 1. **Your experience and approach to champion the position. Answer the following questions:** | |
| 1. How will you ensure consistent, efficient, fair and transparent procurement processes conducted on a fit for purpose and value-for-money basis? |  |
| 1. Share an example of where you have championed an impactful procurement initiative. |  |
| 1. Why do you believe you are the optimum candidate for this position? |  |
| 1. What is your salary and benefit expectations? What is your notice period and when can you be available should you be successful? |  |