**APPLICATION FORM:**

**Position:** Procurement Officer (AfDB)

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

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

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

Please supply all information relevant to your application for the position in the space 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 accompany a cover letter supporting your application. The cover letter should not exceed two pages.

|  |  |
| --- | --- |
| 1. **Qualifications**
 | **Information relevant to your application** |
| 1. A Bachelor’s degree in Finance, Economics, Accounting or Business and Administration Management.
 |  |
| 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, related guidelines, and the National Public Procurement Law.
 |  |
| 1. **Experience**
 | **Information relevant to your application** |
| 1. 3 years of experience as a procurement officer 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 coordinating African Development Bank, World Bank or UN-funded projects.
 |  |
| 1. Familiar with the African Development Bank Procurement Regulations, related guidelines, and the National Public Procurement Law.
 |  |
| 1. **Working requirements**
 | **Information relevant to your application** |
| 1. Fluency in written and spoken English.
 |  |
| 1. Driver’s License.
 |  |
| 1. Computer literate and experienced in using and applying Microsoft Office (Word, Excel and PowerPoint) at 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
 |  |
| 1. **Your experience and approach to the position. Answer the following questions:**
 | **Information relevant to your application** |
| 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 worked on an impactful procurement initiative.
 |  |
| 1. Why do you believe you are the best candidate for this position?
 |  |
| 1. What are your salary and benefits expectations? What is your notice period, and when can you be available should you be successful?
 |  |