**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.

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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. |  | |
| 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? |  |