

# Job Profile



<b>Job title:</b>	Procurement Specialist: (AfDB)
<b>Office:</b>	AFROSAI-E Secretariat – Pretoria Based
<b>Responsible to:</b>	Manager: Finance and Admin
<b>Grade:</b>	Between R650 000 to R700 000 per annum

## Core Purpose

The main objectives of engaging a Procurement Officer is: (a) 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; (b) will be responsible 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.

## Key performance areas and job responsibilities

### Specific activities include:

#### a. Managing the Procurement Process

- Prepare and update regularly the procurement plan in accordance with the AfDB standard template and make sure that all the activities are in accordance with the approved procurement plan.
- Review and provide procurement-related input to the Terms of References (ToRs), prepare Request for Proposals (RFP) and bidding documents for goods and works using standard AfDB documents and where appropriate the standard documents as approved by the AFROSAI-E Secretariat.
- Follow up with the concerned AFROSAI-E Secretariat stakeholders and the AfDB to have RFPs and bidding documents approved and issued in a timely manner according to the approved procurement plan.
- Manage the advertising process involved in procurement, procurement related correspondence, responses to bidder's clarifications, bid receipt, and bid opening in strict accordance with agreed procurement procedures.
- Participate in the selection of the Evaluation Committees, and assume the role of advisor to the evaluation committees. Guide the evaluation committees in reviewing and evaluating

procurement proposals and documents received and assist all stakeholders in the process of – contracting consultants and bidders.

- Participate in contract negotiations assisting in coordinating arrangements for the negotiation process, where necessary. Prepare the final contracts, and ensure the timely distribution of all relevant procurement and contract documents to all stakeholders.
- Prepare and execute purchase orders and requisitions.
- Prepare progress and procurement quarterly reports for the AfDB and ensure the commercial as well as the technical clauses of the bidding documents are of high quality and are in conformance with the requirements of the latest AfDB Procurement policy.
- Review and issue comments on all bidding packages procured including those not subject to prior review. The review shall be made with the purpose that the documents are prepared according to the Bank's procurement framework, those applicable covenants in the financing Agreement, the latest bidding forms recommended by the Bank and follow the established best procurement practice.
- Ascertain that budgetary allocations are appropriated to the respective end-users and thus ensure timely and effective project implementation.
- Verify that all proposed purchases are eligible for financing Agreement.
- Monitor and ensure timely responses to procurement questions raised by the Bank. Coordinate preparation of post procurement reviews by the Bank and participate in Bank supervision missions.
- Carry out any other periodic duties that may be assigned by the responsible Project Coordinator.

#### **b. Contract Management**

- Maintain a list of vendors supplying various items and establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system.
- Contracts register - Ensure timely receipt of the goods, works and consultant's monthly status reports. Track and monitor the ordering process, and ensure that the requests and deliveries are within the contract terms and conditions. Check invoices to ensure correct price, follow through, as an advisor to end users or to the committee responsible for the acceptance of the deliverables, to ensure that materials ordered have been received, examine the condition of materials received, works done and approve invoices for payment.
- Establish a central procurement filing system, and ensure all related documents are included in the respective files. Maintain procurement records such as items or services purchased

costs, delivery, product quality or performance, and inventories, compiling data on these for internal quarterly reports.

- Handle all claims submitted by suppliers, contractors and service providers as well as contract amendments and ensure that the Bank's approval is obtained where applicable.

### **c. Procurement Reporting**

- Prepare and review evaluation reports to submit through the Project Coordinator for onward submission to the AfDB for approval.
- Follow up with concerned government departments and the AfDB to have the evaluation reports approved in a timely manner.
- Monitor and report the procurement implementation status and progress to Government and the AfDB as required.
- Follow up with concerned government departments and the AfDB to obtain the approval of the procurement plan/documents in a timely manner.
- Perform other tasks as assigned by the Project Coordinator as needed by all the Units in support of achieving the highest level of compliance, customer satisfaction at an optimum cost.

### **d. Capacity Building and Mentoring**

- Build procurement capacity of project team through hands-on training.
- Assist the project team in setting up a record keeping system for all prior review and especially post review contracts.

### **Qualifications**

- A Bachelor's degree in Finance, Economics, Accounting or Business and Administration Management. (Required) A Master's degree will be an advantage
- Knowledge of International Financial Reporting Standards (IFRS) will be an advantage.
- 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

### **Experience**

- 3 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
- Computer literate and experienced in the use and application of Microsoft Office (Word, Excel and PowerPoint) as a minimum

### Working requirements

- Exceptional fluency in written and spoken English
- Driver's licence

### Core Competencies (Refer to the Integrated Competency Framework and dictionary for SAI's)

#### Functional Knowledge

- Procurement Legal Framework
- Corruption Control Measures
- Tender Procedures
- Asset Management
- Purchasing
- Supply Chain Management
- Procurement Regulations

#### Organisation skills

- Report Writing skills
- Project and time management skills
- Negotiation skills
- Computer Literacy skills
- English language skills

#### Behavioural Competencies

- Perseverance
- Effective Communication
- Team player
- Performance Oriented
- Goals and results focused

#### Live the Values of AFROSAI-E

- Professional
- Innovative
- Collaborative