

Republic of South Sudan
Ministry of Finance and Planning

Terms of Reference and Scope of Service

Post Title:	Project Procurement Officer
Duty Station:	Juba (With occasional trip outside Juba where necessary)
Duration of Assignment:	12 Months, with possibility of renewal, depending on availability of funds and satisfactory performance
Implementing Agency:	Ministry of Finance and Planning
Funding Agency:	The African Development Bank Group
Working hour:	Official Working hours(8:00Am-5:00PM Central African Time)
Expected Starting:	July 2023

Background

The Government of South Sudan (GoSS) has received financing from the African Development Bank (AfDB) to finance the following ongoing projects: (1) the Non-oil Revenue Mobilization and Accountability in South Sudan(NORMA-SS); and (2) the Institutional Support Project for Strengthening Economic Governance in South Sudan(ISP-SEG) projects and other upcoming projects and intends to apply part of the proceeds to recruit for the position of a Project Procurement Officer to ensure successful implementation of the projects. The Project Procurement Officer will be part of the Project Coordination Unit (PCU) and will be charged with the overall responsibility of the day-to-day coordination of the implementation of the two African Development Bank-financed procurement activities.

Purpose of the assignment: To provide Professional Procurement support services to the AfDB Project Coordination team to implement project's activities as defined in the project development objectives and the Grant Agreements.

Specific Duties and Responsibilities:

To ensure that all procurements for the AfDB-funded projects under the Ministry of Finance and Planning are carried out in line with the AfDB Rules and Procedures, Grant Agreement; and are timely and effectively delivered timely, taking into consideration value for money principle which are consistent with the Bank's core Procurement principle to meet the planned project budgets and the overall Development and Fiduciary objectives of the African Development Bank.

Scope of Work

Stationed in Juba, the Project Procurement Officer will be responsible for conducting procurement activities under the supervision of the Project Coordinator. The Project Procurement Officer will also provide technical advice to project beneficiary units, ensuring, AfDB procurement rules and regulations are adhered to. Working closely with the Finance/Accounts team and the Office Assistant, the Project Procurement Officer will execute all procurement activities of the projects in full adherence to the African Development Bank procurement rules and procedures using the Bank's Standard Bidding Documents for Goods, Works and Consultancy Services in order to achieve planned objectives.

Major responsibilities of the Project Procurement Officer will include, but not limited to:

- In consultation with the Project Coordinator, prepare and periodically update the respective Project Procurement Plans based on the Bank's template and ensure Bank's approval of the same;

- In cases where procurement actions require Bank's clearance and 'no objection', review any procurement related documents for compliance with financing agreement, appraisal report or the procurement plan, whichever is appropriate, and coordinate the dispatch and delivery of the documents to the Bank for review and closely follow up with the Bank to get timely responses;
- Assist in the preparation of specifications and bills of quantities for procurement of goods and works and preparation of terms of reference for selection of consultants and procurement of goods.
- In consultation with the Project Coordinator and project focal persons and stakeholders, prepare tenders documents (RFQ, RFP), requests for proposal documents following the Bank's Standard Bidding Document (SBD) for Bank's review and clearance;
- Prepare General Procurement Notices (GPN); Specific Procurement Notices (SPN); Expression of Interests (EoI), Request for Quotations/shopping, ensure timely publications, collection of bids/RFP/RFQ and prepare relevant paper work for receipt of bids/proposal;
- Coordinate the Evaluation Committees meetings, provide guidance and assist in the preparation of evaluation reports following the Bank's standard evaluation guidelines and ensure internal approval of procurement evaluation reports and decisions prior to submission of the reports to the Bank for review;
- Follow up procurement related correspondences and document submissions, facilitate timely analysis and responses to request for clarifications, complaints and issues raised in the procurement contract implementation with clients and the Bank for speedy actions;
- Ensure safekeeping and handling of bid securities, performance securities and advance payment guarantees to ensure the validity, timely extensions and timely releases;
- Draft and or Provide support in preparation of the final contracts and ensure timely distribution of copies of contract agreements to relevant stakeholders including the Bank;
- Ensure timely and proper arrival of goods and other deliverables, receipt of payment invoices, goods receiving reports and reconcile financial and technical proposals/offers against final invoices;
- Take immediate action for missing items and follow up for claim settlements and report to the Project Coordinator;
- Maintain proper records of all procurement documentation and develop a monitoring and reporting system in line with the AfDB's progress reporting requirements;
- Prepare periodic status reports (monthly, quarterly and annual) on procurement implementation under the project and keep stakeholders and the Bank informed of procurement status;
- Support stakeholders in procurement capacity building and other related activities;
- Participate in project steering/technical committee meetings and provide procurement updates and guidance to the members.
- Undertake any other project assignment that may be assigned to him/her by the Project Coordinator or the donor.

Minimum Qualification and Other Requirements

I. Minimum Qualification and Experience Requirements

1. A Bachelor's Degree from reputable/recognized University in either Purchasing and Supply Chain Management; Economics; Finance, Business Administration or any other relevant field; Master's Degree in Business, Economics and Logistics and Supply Chain Management is an added Advantage.
2. Minimum of seven (7) years working experience in progressive procurement work with specific responsibilities in procurement of goods, works and services.
3. A post graduate diploma from the Chartered Institute of Purchasing and Supply (CIPS) or equivalent 5 years' experience in procurement practice of which at least 3 years should be in project procurement management.

4. Experience and Knowledge of the African Development Bank or sisterly Donor agencies such as World Bank's procurement Rules and Procedures will be an added advantage;
5. Knowledge of new emerging Procurement and supply chain issues such as E- procurement, new methods of selection approach such as fit for purpose among others is desirable

II. Key Personal Attributes Requirements

1. High level of integrity, professionalism and diligence in handling complex procurement issues such as conflict of interest is required.
2. Self-motivated with broad range of knowledge in procurement and advisory skills
3. Team Player. Be able to generate and share idea and knowledge with others for the success of the team.
4. Result Oriented. The person should adhere to principle of quick turnaround and meet deadlines as expected
5. Computer literate with demonstrable proficiency in Microsoft Word, Excel, Project and Access, or equivalent
6. Excellent report writing, presentation and interpersonal skills; and
7. Excellent analytical skills and ability to effectively communicate with procurement stakeholders.