

ICMPD Job Profile

Head¹ - Procurement and Grants Unit (PGU)

Functional Overview

Within the Management Directorate (MGT), the Head of the Procurement and Grants Unit (PGU) is responsible for the provision of strategic and technical advice and guidance to the organisation's senior management, ensuring a robust procurement and grants framework, in-line with ICMPD's strategic objectives. S/he is responsible for the definition of business processes in accordance with best industry standards, building an operating model that supports both traditional and agile sourcing approaches to match ICMPD's evolving needs, in line its compliance framework. Based on strategic sourcing goals s/he is responsible for the planning, execution and control of activities implemented at ICMPD HQ and other duty stations and oversees administrative and process compliance for such activities. Effective procurement and grants collaboration and reporting tools developed to ensure that reporting and information requirements of internal and external stakeholders are met. S/he facilitates adequate training and capacity building on procurement and grants processes and their compliance with international standards. S/he leads the Unit team providing clear leadership and guidance promoting high professional and ethical standards.

Key Results

Technical Leadership, Coordination and Guidance: Effective leadership provided to ensure the further development and oversight of internal policies, guidelines, and best practices for the continuous improvement of procurement and grants management within the organisation. The procurement and grant awards processes regularly assessed identifying opportunities for simplifying, streamlining, and enhancing processes by leveraging digital solutions. Efficient and cost-effective procurement and grant award business processes, procedures, standards, techniques, and methods ensured in accordance with best industry practices and organisational needs. As the lead organisational authority on procurement, contracting and grant award activities in ICMPD, active engagement and coordination undertaken with key internal stakeholders at the HQ, Brussels, Regional and Field levels to facilitate and implement an effective organisational procurement and grants management framework.

Strategic Procurement and Grants Management: Keeping abreast of the industry market and developments in the field of procurement and grants, a key role adopted in the further development and implementation of an organisational procurement and grants strategy to support institutional capacity development. Delivery of results ensured and impacted through high-quality strategic guidance including technical support, monitoring, evaluation, reporting, and expert recommendations made to enhance efficiency, compliance, and organisational impact. Acting as the Chairperson of the Procurement Committee sound and innovative solutions continually developed and negotiated with the respective parties. Complex issues arising in case of poor performance or non-compliance with contractual obligations dealt with speedily and efficiently. Training and capacity development events on ICMPD procurement, contracting and grant award procedures continually developed for ICMPD staff, potential suppliers, and grant beneficiaries.

¹This profile is classified at IP5.

Oversight, Compliance and Further Development: End-to-end procurement and grant award lifecycle effectively led and overseen for all locations in compliance with the regulatory framework, international standards and donor rules. Regular and systematic monitoring of progress in the implementation of procurement and grant award activities ably undertaken, including control of critical steps and approval of key process outputs, with timely and accurate consolidated reporting delivered. Expert analyses and proposals developed and prepared, contributing to the strategic insight and decision-making at senior management level regarding the effective implementation of the organisation's procurement and grants activities. The identification of supporting IT technology thoroughly reviewed and analysed with a view to further facilitate the delivery of an effective and efficient procurement and grants awards framework.

Team Management: PGU Unit members' knowledge base developed to ensure the Unit and organisation benefit from the right knowledge, experience and skill sets and that team members are committed to the goals of the Unit. The Unit team effectively motivated to ensure the highest quality of procurement and grants services delivered. Evaluation of the performance of the team and consultants and service providers regularly undertaken in accordance with ICMPD's performance management system. The respective Unit resources and budget requirements accurately analysed, developed and proposals prepared.

Required Expertise

- Thorough knowledge of procurement, contracting and grant award regulatory and procedural frameworks in accordance with international standards and best practices, in a diverse and international environment.
- A full understanding of the way an organisation operates to meet its objectives.
- Solid knowledge of procurement and grants regulations in an international context.
- Ability to develop and implement sustainable business strategies, analyse complex situations, and make timely decisions based on sound judgement.
- Excellent analytical thinking and ability to integrate novel approaches and innovations to ensure the effective implementation of procurement and grants management.
- Ability to build and effectively manage interpersonal working relationships at all levels of an organisation.

Qualifications, Experience and Language Skills

- Master's degree in business/public administration, procurement, supply chain, or another relevant field.
- Minimum of 15 years of position relevant work experience with a minimum of 5 years of experience in EU public procurement.
- Extensive experience in negotiating and administering complex contracts.
- Solid experience in managing and developing teams.
- Demonstrated experience in the development of procurement and grant initiatives, change and business process improvement.
- Adept advocacy and persuasive skills.
- Experience with ERP systems related to procurement and grants, is an asset.
- Solid drafting, communication, and presentation skills.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools.