

ICMPD Generic Job Profile

Procurement Officer¹

Functional Overview

The Procurement Officer ensures the effective planning, implementation, and management of low- and medium-risk procurement processes, contributing to the successful execution of projects in compliance with ICMPD's regulatory framework, ethical standards, and donor requirements. Working under the guidance of the Procurement Team Lead and in collaboration with project teams, the Procurement Officer develops tailored procurement strategies, coordinates procurement activities, and maintains robust documentation for audit readiness. By delivering transparent, accountable, and value-driven procurement solutions, the Procurement Officer supports organisational goals and maximises project outcomes.

Key Results

Planning of Procurement Processes: Procurement activities for low- and medium-risk processes are systematically planned and coordinated to ensure alignment with project timelines and ICMPD's regulatory framework. Procurement strategies are tailored to project needs, with procurement and evaluation processes effectively designed to achieve a best value-for-money results. Comprehensive schedules and consolidated procurement plans are developed in collaboration with the Project Implementation Team (PIT) to support the timely and efficient execution of procurement activities while maintaining transparency and accountability.

Implementation of Solicitation Activities: Low- and medium-risk procurement processes are executed to a high standard, ensuring compliance with ICMPD rules, ethical principles, and donor requirements. Risks associated with procurement activities are identified and mitigated to ensure compliance with ICMPD's regulatory framework. Technical specifications are reviewed, and solicitation documents are prepared and distributed in a timely manner. Market research/survey is supported to keep abreast of market developments, identify potential suppliers and define the evaluation criteria. Solicitation, bid evaluation, and contract award processes are managed transparently, with active coordination of all the stakeholders. Procurement activities are systematically documented and monitored to ensure audit readiness and alignment with ICMPD's regulatory framework.

Contract award and post-award compliance check: The Procurement Officer prepares or checks contracts, coordinates contract negotiations and kick off meetings with contractors, where applicable. The role ensures compliance with contractual obligations in the post award phase and suggests contract amendments where needed. Any deviations are addressed through proactive engagement with contractors and PIT, ensuring risks are mitigated and project outcomes are safeguarded.

¹ This profile is classified at LP2.

Documentation is systematically maintained for audit readiness and alignment with ICMPD's accountability framework.

Capacity Building and Procurement Training: The Procurement Officer provides clear guidance and training to project teams on ICMPD procurement rules and guidelines. Procurement training materials and modules are developed and delivered to enhance the procurement capabilities of ICMPD staff and stakeholders, paying special attention to the needs of the assigned portfolio of procurement cases. Contributions are made to the development of procurement guidelines, templates, and business processes to streamline activities and ensure continuous improvement.

Knowledge Management and Reporting: Procurement folders and documentation are maintained to the highest standard for audit readiness. Statistical reports and procurement analyses are prepared to support internal and external reviews, contributing to organisational learning and accountability. Lessons learned from procurement processes are captured and shared to inform future activities and improve organisational practices.

Required Expertise

- Capability to analyse and interpret data, draw conclusions, and propose effective solutions for procurement activities.
- Ability to assess risks and implement mitigation measures to safeguard procurement processes and ensure compliance.
- Strong knowledge of EU public procurement and financial rules and/or UN procurement rules and policies.
- Familiarity with ethical standards in procurement, ensuring transparent and accountable practices across all activities.
- Expertise in providing technical guidance and advice on all aspects of procurement processes.
- Strong coordination, organisational, and teamwork skills in a multicultural environment.

Qualifications, Experience and Language Skills

- A Master's degree in a relevant field such as procurement, supply chain management, or business administration.
- Proven experience in conducting/supporting market research/surveys, performing requests for information in order to get necessary information from the market.
- Public procurement certification from an internationally recognised provider such as CIPS (Level 2) is an asset.
- A minimum of three years of professional experience in procurement and supply chain management, preferably in an international context.
- Demonstrated success in managing all stages of procurement processes, ensuring compliance with plans and timelines while achieving value-for-money.
- Proficiency in English (verbal and written); proficiency in other relevant languages (e.g., the duty station's language) is an asset.
- Advanced proficiency in standard IT tools and procurement management systems, with experience in e-tendering platforms considered an advantage.