

ICMPD Job Profile

Senior Procurement Manager¹

Functional Overview

The Senior Procurement Manager ensures the effective planning, execution, and oversight of mid- to high-complexity procurement activities, supporting ICMPD's operational efficiency, compliance, and value-for-money principles. The role provides technical leadership in procurement strategy, risk management, and regulatory compliance, ensuring alignment with ICMPD's policies and donor requirements.

Operating within the Procurement and Grants Unit (PGU), the Senior Procurement Manager works closely with project teams, procurement staff, and administrative units across ICMPD Headquarters and duty stations. The role provides specialist guidance on procurement planning, market research, contract management, and evaluation processes, ensuring consistent application of procurement best practices across the organisation.

In addition to managing procurement operations, the Senior Procurement Manager contributes to policy development, process improvement, and capacity building, identifying areas for enhanced efficiency and compliance. The role represents ICMPD in the UN Procurement Network, facilitating collaboration and knowledge-sharing on procurement innovations and regulatory developments.

Key Results

Procurement Planning and Execution: Procurement processes for goods, services, and works are planned, monitored, and executed efficiently, ensuring compliance with ICMPD procurement policies, donor regulations, and international procurement standards. Procurement Officers and requesting units are advised on the full range of procurement issues, support and guidance is provided at all stage of the procurement cycle, objectives under tight deadlines are met. Market research is conducted and analysed, ensuring procurement strategies are data-driven and aligned with industry trends. Tendering processes are managed effectively, procurement strategy is defined, solicitation document are prepared, including the evaluation criteria, bid evaluation is conducted, and contract finalised, ensuring best value-for-money outcomes.

Policy Development, Compliance, and Process Optimisation: Procurement policies and procedures are regularly reviewed and updated, ensuring alignment with evolving donor requirements IOs best practices and operational needs. Sustainability is imbedded in the procurement processes. Proper monitoring and control of procurement processes is established, monitored and overseen. Compliance with procurement rules is monitored and enforced, ensuring transparent, fair, and accountable procurement practices across ICMPD. Enquirees and documents requested by the auditors regarding procurement processes are checked and provided. Data analytics and procurement performance metrics are utilised to assess efficiency, identifying opportunities for process streamlining and operational enhancements.

Contract Management Oversight: Contract negotiation processes are supported, ensuring that agreements mitigate risk, protect ICMPD's interests, and align with donor and regulatory standards. Contract templates are prepared to address specificities of certain businesses and specific contracts are checked. Preparation of Service Level Agreements is supported. By making use of the existing tools, contract management is supported, contractually viable solutions are suggested to address any challenges in implementation, contract amendments are advised when needed. Procurement processes supporting documents are reviewed, verified, and archived, ensuring accountability and audit readiness.

¹ This job is classified at IP4

Training, Capacity Building, and Advisory Support: ICMPD staff and implementing partners receive structured training and guidance on procurement policies, best practices, and regulatory compliance. Training materials and knowledge-sharing resources are developed and delivered, ensuring that procurement teams and project staff can effectively manage procurement activities. Advisory support is provided to procurement team leads, procurement officers, project teams, and senior management, ensuring informed decision-making on procurement strategies.

Institutional Representation and External Engagement: ICMPD is represented in UN procurement network, donor coordination platforms, and international procurement discussions, ensuring that the organisation remains aligned with best practices and emerging trends in procurement governance. Collaboration with external stakeholders, including UN agencies, EU institutions, and partner organisations, is fostered to enhance procurement cooperation and knowledge exchange.

Required Expertise

- Extensive knowledge of public procurement regulations, including EU/UN procurement rules and practices.
- Proven experience in procurement planning, market research, bid evaluation, and contract management, ensuring efficient and compliant procurement execution.
- Ability to develop, revise, and implement procurement policies and compliance frameworks, ensuring organisational and regulatory alignment.
- Strong analytical and problem-solving skills, with expertise in data-driven procurement decision-making.
- Proficiency in risk management methodologies, ensuring procurement integrity and accountability.
- Demonstrated experience in providing training and capacity-building support, ensuring that procurement teams and project staff are equipped with the necessary knowledge and skills.
- Excellent negotiation and stakeholder engagement skills, ensuring effective collaboration with internal teams and external procurement partners.

Qualifications, Experience and Language Skills

- Master's degree in business administration, law, procurement and purchasing, supply chain management, public administration, or a related field.
- A minimum of 8 years of progressive experience in procurement management, compliance oversight, and policy development, preferably in an international organisation.
- Experience in drafting, implementing, and managing procurement policies and compliance frameworks.
- Experience in managing complex procurement portfolios with high-value contracts and multi-country procurement processes.
- Public procurement certification from an internationally recognised provider such as CIPS (Level 3/4) is an asset.
- Proficiency in standard MS Office applications, with practical experience using ERP systems (preferably SAP).
- Fluency in English (verbal and written); proficiency in French or another major EU language is an asset.