

## ICMPD Job Profile

### Procurement Officer<sup>1</sup> - RO MED Malta

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#### **ORGANISATIONAL SETTING:**

The International Centre for Migration Policy Development (ICMPD) is an international organisation tasked with promoting innovative, comprehensive and sustainable migration policies. With 19 Member States and over 70 projects active throughout Europe, Africa, Asia and Latin America, ICMPD is a growing and ever-more relevant presence in its field. The organisation's greatest assets are its 450+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

#### **FUNCTION (Task Identity):**

The Procurement Officer works in close coordination with Med Project Teams in Malta and for procurement activities under the technical guidance of the Head of Procurement and Grants Unit (PGU) and/or designated officer. S/he will support procurement processes under the RO MED portfolio and will support primarily the implementation of the BMP Maghreb Project. S/he works closely with the BMP project Manager as well as Resources Management Officer for procurement of Non-simplified goods and services below 60K EUR as indicated in ICMPD Procurement and contracting rules.

Under the technical supervision of the HoPGU, the Procurement Officer is responsible for supporting, planning, monitoring and control of low and medium-risk project procurement processes and activities in compliance with ICMPD's regulatory framework and established procurement processes and procedures as well as relevant donor rules and regulations.

Under the technical supervision of the HoPGU the Procurement Officer ensures a technically accurate and timely planning of procurement in medium and high risk projects and supports planning, coordination and implementation of procurement activities at all stages of procurement process.

Under the technical supervision of the HoPGU, the Procurement Officer ensures the timely and accurate preparation and submission of draft tender dossiers. S/he prepares the drafts of tender documents, supports tender and evaluation processes and ensures that sourcing and contract award is implemented transparently, according to ICMPD rules and procurement plan timelines ensuring highest possible value-for-money.

#### **TASKS AND RESPONSIBILITIES (per Job Component):**

##### 1. Support planning of low and medium-risk procurement processes and activities below 60KEuro as indicated in ICMPD Procurement rules :

- Plan project-related procurement processes related to procurement of goods, services and works ensuring compliance with ICMPD procurement policies, rules and procedures and with applicable donor rules and procedures such as with the EU Procurement rules and regulations;
- Provide technical advice and guidance to project teams on procurement planning, selection of procurement methods and design of timelines;
- Oversee procurement processes and advises the RCO MED on procurement actions;

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<sup>1</sup> This job is classified at IP2.

- Support the development of standards and criteria for the selection of suppliers and service providers in context of procurement processes;
- Update and maintain suppliers' databases.

2. Under the technical supervision of the HoPGU support management of medium and high risk project-level procurement processes and activities above 60KEuro as indicated in ICMPD Procurement rules:

- Maintain high-quality and timeliness of all procurement process related documents and communications. Ensure safe-guarding of documents during procurement processes;
- Review and verify technical specifications, Terms of Reference, Requests for Quotations, Quotation Protocols;
- Draft tender documents and compile dossiers and ensure solicitation through appropriate channels;
- Act as a point of contact for communications and information during procurement procedures; Participate and organise pre-bidding meetings as necessary;
- Act as the secretary of evaluation committees meetings;
- Support all aspects of evaluation process such as preliminary examination of bids, preparation of the evaluation table. Draft the evaluation report ;
- Support all phases of negotiations with concerned parties for a successful conclusion of the contract;

3. Procurement Training activities:

- Draft and/or contribute to the preparation of procurement training modules.
- Keep RCO Med and Projects abreast with developments of relevant ICMPD's rules, guidelines and business processes;
- Provide inputs to development of guidelines and templates. Prepare and draft training materials and prescriptive contents.

4. Support to Procurement Administration:

- Act as the liaison officer for procurement queries;
- Provide support to the low and medium-risk procurement processes and activities;
- Create, maintain and update procurement folders according to the procurement filing system, for audit purposes;
- Proactively and/or upon request by supervisor/PIT/internal/external audit, prepare various procurement-related/statistical reports;
- Collect, compile and organise background materials, documents and other materials for meetings;
- Other related duties as assigned by the direct supervisor, Head of PGU or delegated officer.

**KEY RESULTS (as per Job Component):**

- Procurement activities implemented promptly, accurately and efficiently. Procurement documentation maintained and safeguarded;
- Procurement processes implemented according to procurement plans ensuring best possible value-for-money and in line with ICMPD and donor rules and procedures;
- Correct and optimal implementation and support to RCO MED procurement actions in line with ICMPD regulatory framework;
- Support provided at all stages and aspects of tender and evaluation processes managed in accordance with the procurement plan and timelines
- Procurement documentation maintained and safeguarded, filing system maintained accurately;

- All types of contracts drafted accurately and in a timely manner;
- Project-level contract management processes monitoring and supported for a timely implementation.

**INCUMBENT PROFILE:**

- A minimum of 3 years of relevant experience in procurement and supply chain management at the international level. Demonstrated work experience in EU Procurement Projects is an asset.
- Knowledge of EU public procurement and financial rules and regulations including preparation, opening and evaluation of EU public procurement procedures.
- Proficiency in MS Office (Word, Excel, Outlook);
- Knowledge of SAP or other resource management programmes would be an asset.
- Public procurement certification from an internationally recognised provider such as CIPS, is an asset (level 2).
- Good organisational skills with attention to detail and accuracy.
- Experience in managing conflict priorities and working with tight deadlines.
- Strong teamwork and interpersonal skills.
- Adaptability and flexibility.
- Excellent command of standard MS-office software.

**CORPORATE QUALIFICATIONS:**

- Work experience in an international context;
- Excellent spoken and written English. Arabic or French is an advantage.
- Master's degree in Business Administration, Procurement and Purchasing, Supply Chain Management or closely related field.