

## ICMPD Job Profile

### PROCUREMENT OFFICER <sup>1</sup> - Logistics

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#### Functional Overview

Under the overall guidance of the Head of ICMPD's Procurement and Grants Unit (HoPGU) and the Senior Procurement Officer, the Procurement Officer-Logistics, working in collaboration with project teams, is responsible for supporting all activities related to the logistics function within the procurement cycle for medium and high-risk procurement processes and activities. This includes the planning, sourcing and procurement, transport, customs clearance, and warehousing management for the procurement cases assigned. S/he supports the effective logistics operations enabling the project to meet its needs as well as timely delivery of quality goods and services. S/he assists in the maintenance of a logistics infrastructure that is robust and agile to accommodate the needs of the logistics operation, enabling timely emergency responses, along with effective partners and/or contractors to support activities.

#### Key Results

##### **Support to the Planning of Medium and High-Risk Procurement Processes and Activities:**

Working closely with the Senior Procurement Officer, the planning of project-related procurement processes relating to logistics operations effectively supported 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. Technical advice and guidance provided to project teams on procurement planning, selection of procurement methods and design of timelines. Draft plans and specifications effectively reviewed with a cost-benefit analysis undertaken in logistics operations. Support provided to the development of standards and criteria for the selection of suppliers, service providers and grantees with suppliers' databases being regularly updated and maintained.

##### **Support to the Management of Medium and High-Risk Project-level Procurement Processes and Activities:**

Quality and timeliness of all procurement process-related documents and communications systematically maintained, ensuring the safeguarding of documents during procurement processes. Technical specifications expertly reviewed and verified for Terms of Reference, Requests for Quotations and Quotation Protocols. Tender documents drafted, respective dossiers compiled and solicitation ensured through appropriate channels. As the point of contact for procurement procedures for Logistics Operations, effective communication and information provided including the organisation of and participation in pre-bidding meetings, as necessary. In the role of Secretary of Evaluation Committee meetings, all aspects of the evaluation process expertly supported i.e. preliminary examination of bids, preparation of the evaluation table, and the drafting of the evaluation report. Effective support provided to the preparation of award letters, all types of contracts and the collection of required signatures. The Senior Procurement Officer and project teams

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<sup>1</sup> This project profile is classified at IP2.

ably supported in the preparation of contract management plans, and the convening of initiation/monitoring meetings with the project teams and the contractor (s).

**Contributions to Procurement Administration and Training Activities:** Acting as the front office for procurement queries, technical support provided to the medium and high-risk procurement processes and activities, with procurement folders being created, maintained and updated according to the procurement filing system, for audit purposes. Proactively and/or upon request, various procurement-related/statistical reports accurately prepared and background materials compiled to support meetings. Substantive contributions provided to the drafting and/or preparation of procurement training modules and materials. Project teams kept abreast of developments of relevant ICMPD's rules, guidelines and business processes. Substantive inputs provided to the development of guidelines and templates.

### **Required Expertise**

- Demonstrated success in supporting all stages and aspects of tender and evaluation processes with a focus on logistical aspects aligned to procurement plans and timelines.
- Ability to provide effective guidance to stakeholders in the initiation and deployment of project level procurement activities and contract management processes.
- Good organisational skills with attention to detail and accuracy.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of projects-related procurement processes.

### **Qualifications, Experience and Language Skills**

- Master's Degree related to the area of work.
- Minimum of 3 years of experience in procurement and supply chain management with a focus on logistical operations such as transportation, clearance and customs procedures, including experience in emergency operations or humanitarian context.
- 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.
- Public procurement certification from an internationally recognised provider such as CIPS, is an asset (level 2).
- Knowledge of SAP or other resource management programmes is an asset.
- Strong analytical skills in working with data and statistics.
- Solid drafting, communication and presentation skills.
- Proficiency in (verbal/written) English; proficiency in a major EU language, is an asset.
- Proficiency in the use of standard IT tools.