

ICMPD Job Profile

PROCUREMENT OFFICER ¹ - Istanbul Office

Functional Overview

Under the overall guidance of the Head of ICMPD's Procurement and Grants Unit (HoPGU) and as part of ICMPD's Regional Office in Istanbul, Türkiye, the Procurement Officer, working in collaboration with the Head of Office, is responsible for supporting the 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. S/he works in close collaboration with the project teams (PjTs) in the Istanbul Office on procurement processes above Euro 20K, in line with ICMPD Procurement and Contracting Rules, ensuring technically accurate and timely planning of procurement activities at all stages of the procurement cycle.

Key Results

Support to Project Related Low and Medium-risk Procurement Processes above Euro 20K:

Within the Türkiye-based project, procurement processes related to procurement of goods, services and works effectively planned ensuring compliance with ICMPD procurement policies, rules and procedures and with applicable donor rules and procedures, such as EU regulations. Technical guidance provided to PjTs on procurement planning, selection of procurement methods and design of timelines. Procurement processes effectively monitored, and advice provided in support of procurement actions and to the development of standards and criteria for the selection of suppliers and service providers in the context of procurement processes. Suppliers' databases systematically updated and regularly maintained.

Support to the Management of Low and Medium-risk Project-level Procurement Processes above Euro 20K:

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, 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 all phases of negotiations with concerned parties, ensuring a successful conclusion of the contract. Procurement processes systematically monitored,

¹ This project profile is classified at LP2.

ensuring compliance with ICMPD's procurement rules with guidance provided throughout the process (type of solicitation, bids preparation, evaluation, etc.).

Contributions to Procurement Administration and Training Activities: Acting as the liaison officer for procurement queries, technical support provided to the low and medium-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. PJTs 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 in accordance with procurement plans and timelines, ensuring best possible value-for-money.
- Ability to provide effective guidance to stakeholders in the initiation and deployment of 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 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 and Turkish.
- Proficiency in the use of standard IT tools.