

ICMPD Job Profile

PROCUREMENT OFFICER ¹ - Bishkek Office (EECA)

Functional Overview

The Procurement Officer is part of ICMPD's Procurement and Grants Unit (PGU) and as part of ICMPD's Bishkek Office, is responsible for supporting procurement activities 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 under the overall guidance of the Head of PGU (HoPGU) and the respective Senior Project Manager in Vienna and provides technical support to projects in the region of Eastern Europe and Central Asia (EECA Region), in particular, ICMPD's Border Management Programme in Central Asia (BOMCA 10), support to the Implementation of the Mobility partnership with Azerbaijan (MOBILAZE2) and other initiatives. S/he 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.

Key Results

Support to the Planning of Low and Medium Risk Procurement Processes and Activities above 20KEur: With the guidance of the HoPGU and working closely with the Senior Project Manager, the planning of project-related procurement processes 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 the EECA project teams on procurement planning, selection of procurement methods and design of timelines. Procurement processes effectively overseen and technical advice provided on all procurement actions. Draft plans and specifications effectively reviewed with a cost-benefit analysis undertaken. 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 Low and Medium Risk Project-level Procurement Processes and Activities above 20KEur: 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 systematically compiled and solicitation ensured through appropriate channels. As the point of contact for procurement procedures of the EECA Region, 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

¹ This project profile is classified at LP2.

contracts and the collection of required signatures. The Senior Project Manager and project teams 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 of the EECA Region, technical support provided to the low and medium 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. EECA 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 at the international level.
- Demonstrated work experience with 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 (level 2), is an asset.
- 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 Russian.
- Proficiency in the use of standard IT tools.