

ICMPD Job Profile

PROCUREMENT TEAM LEAD ¹

Functional Overview

Under the overall guidance of the Head of ICMPD's Procurement and Grants Unit (HoPGU) and as part of PGU, Vienna, the Procurement Team Lead, working in collaboration with procurement and project teams, is responsible for the management, planning, monitoring and control of medium and high-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. Working closely with the HoPGU, s/he ensures a technically sound, accurate and timely planning of procurement in high-risk projects and supports the planning, coordination and implementation of procurement activities at all stages of procurement process. S/he develops projects' procurement strategies and maintains a consolidated procurement plan for projects.

Key Results

Planning of High-Risk Procurement Processes and Activities: Project-related procurement processes related to procurement of goods, services and works expertly planned ensuring compliance with ICMPD procurement policies, rules and procedures and with applicable donor rules and procedures such as compliance with EU Procurement rules and regulations. Sound technical advice and guidance provided to project teams on procurement planning, selection of procurement methods and the design of timelines. Draft plans and specifications regularly reviewed and expert advice provided. Effective participation undertaken in the development of standards and criteria for the selection of suppliers and service providers in the context of procurement processes.

Management of High-Risk Project Level Procurement Processes and Activities: High-quality and timeliness of all procurement process-related documents and communications consistently maintained. Technical specifications, Terms of Reference, Bills of Quantities and Tender Dossiers regularly reviewed and endorsed, ensuring the provision of expert feedback to project teams. Completion of tender documents ensured, dossiers compiled and effective solicitation through relevant channels ensured. As an expert on procurement and contracting, relevant advice provided to institutional plans and approaches, ensuring consistent alignment with market developments based on market research and analysis such as market and pricing trends and supply sources.

Management of Complex Procurement and Training Activities: Highly complex procurement activities and special procurement projects effectively managed. Contracts for the procurement of complex, non-routine services goods and works accurately developed and prepared. As a point of contact for communications and information, expert advice provided to project teams during procurement procedures, with the organisation of and participation in pre-bidding meetings undertaken as necessary. Acting as Co- Chair of evaluation committee's meetings, technical advice provided to all aspects of the evaluation process such as preliminary administrative examination of

¹ This project profile is classified at IP3.

bids, preparation of the evaluation table and the drafting of the evaluation report. Expert support provided to all phases of negotiations with concerned parties ensuring a successful conclusion of contracts, preparation and submission of award letters, all types of contracts and required signatures. Proactively and/or upon request by supervisors/internal/external audit, preparation of various procurement-related/statistical reports ensured. Procurement training modules effectively managed and completed with the lead taken on the online procurement platform and related training for internal stakeholders.

Team Management: The work and internal processes and accountabilities of the Procurement Team effectively co-ordinated, and the quality of work regularly monitored and corrective action taken as required. The performance of the procurement team members fairly and transparently assessed, promoting highly professional and ethical standards as well as supporting the development of the team's skills and competencies.

Required Expertise

- Demonstrated success in managing 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 advice to stakeholders in the initiation and deployment of procurement activities and contract management processes.
- Excellent 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.
- Adaptability and flexibility.
- Strong sense of teamwork and effective interpersonal skills.
- Ability to effectively guide and supervise the work of procurement staff.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 5 years of experience in procurement and supply chain management at the international level.
- Strong knowledge of EU public procurement and financial rules and regulations including preparation, opening and evaluation of EU public procurement procedures.
- Strong knowledge of E-Tendering platforms is an asset.
- Public procurement certification from an internationally recognised provider such as CIPS is an asset (level 3/4).
- Experience in managing conflict priorities and working with tight deadlines.
- Proficiency in (verbal/written) English; proficiency in a major EU language, is an asset.
- Proficiency in the use of standard IT tools.