

The General Authority for Investment and Free Zones in cooperation with the African Development bank announces a vacancy of Procurement officer.

The GAFI needs the support of a Local Procurement Officer. The recruitment of the Procurement officer will be financed under the Middle Income Country Technical Assistance Fund (MIC-TA Fund). A procurement officer will be hired for the project life and conduct Procurement capacity development to ensure the internalization and appropriate use of the Bank's Procurement Policy.

2. Duties and Responsibilities of the Local Procurement Officer

2.1. Under the general supervision of the Project Manager, the main duties and responsibilities

of the Procurement Officer will include:

- Managing the project procurement through implementing all policies and procedures related to procurement activities and ensuring the Bank Procurement Policy is followed in all transactions;
- Prepare the Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REIs) and other solicitation documents whenever required;
- Establish a register of qualified suppliers and consultants and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists when so required;
- In consultation with the relevant technical staffs of the PMU, coordinate the preparation of ToRs, technical specifications using standard documentation agreed with the Bank, and also participate in evaluation of bids, expressions of interest for preparation of shortlists, pre-qualification of suppliers, etc., where necessary. The Consultant shall review ToRs and specifications for completeness, consistency and fairness, and if necessary, suggest amendments;
- Assist the Bid Opening Committee as well as the Evaluation Committee on procedures and procurement perspectives and prepare standard evaluation reports as well as provide necessary assistance and tools for conducting evaluation processes;
- Review and preparation of the procurement plan, bidding documents, RFPs, organization of bid evaluation and contract award;
- Developing and maintaining a database of suppliers and consultants and include their contacts and areas of expertise relevant to project components;
- Participating in project coordination committees or team meetings in order to ensure timely implementation progress with a focus on procurement-related activities;
- Coordinating with the PMU Financial Officer, Project Manager for regular preparation of Project Management Reports, as a part of the AfDB reporting requirements;
- Maintaining a coherent filing system for archiving all contracts, contract amendments including procurement preparation and contract management, correspondence, claims, reports, etc., and ensuring that all consultants' deliverables are properly filed and referenced;
- Prepare regular progress reports on procurement and/or contracting activities and answer questions concerning procurement and contracting;

- Provide support to the planning activities of the procurement plan and preparing relevant statistics; and
- Ensure knowledge transfer of procurement procedures and activities to GAFI's staff.

3. Qualifications

- A minimum of a Bachelor's (Master's preferable) Degree in Engineering, Finance, Law or a related field;
- Minimum of 10 years of experience in public procurement practices and procedures, 5-7 of which must have been served as a Procurement Specialist or Procurement Manager or Procurement Consultant;
- Minimum of 5 years of experience in handling, managing or overseeing international procurement for AfDB (or similar MDBs) funded or administered projects;
- Demonstrated analytical and problem solving and negotiating skills with ability to balance project objectives and procurement requirements with client's needs;
- Demonstrate to be initiative, detailed oriented, and very good analytical skills;
- Very good knowledge in both Arabic and English languages is a must; and
- Demonstrated ability to work as a team member.

4. Contract duration

The contractual agreement will be between the General Authority for Investment and Freezone

(GAFI) and the procurement officer. The contract will be for the duration of the Project, starting

with a one (1) year period, renewable based on satisfactory performance. Remuneration will

be paid on a monthly basis, and will consist of a lump-sum contract.

Interested to apply, kindly hand a hard copy of your resume to our building 3rd floor – vice executive director's office

Address: 3 Salah Salem (General Authority for Investment and Free Zones)

Deadline: 19-November-2020