



EXECUTING AGENCY Vacancy Notice

VACANCY NOTICE FOR PROCUREMENT SPECIALIST TO THE EXECUTING AGENCY

POSITION INFORMATION

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| Post Title: | Procurement Specialist | <i>VACANCY NOTICE</i> | 2020/04/GS/030320 |
| <i>Level:</i> | GS 6 | <i>Posting Period:</i> | From March 3 to April 2, 2020 |
| Local Contract Fixed Terms | Three years | <i>Remuneration package (Monthly)</i> | Total Net monthly Salary: 850,917 FCFA + any others entitlements |
| Reports to Position | Project Coordinator | <i>Duty station:</i> | <i>Dakar, Senegal</i> |
| Date of entry on duty: | As soon as possible | | |
| Special Notice: | Fixed term contract of three years, subject to one (1) year period of probation of satisfactory performance. | | |

THE ORGANIZATION SETTING

AFCAC's main responsibility as the Executing Agency (EA) is to ensure the consistent and full implementation of the Yamoussoukro Decision (YD) and the realization of the Single African Air Transport Market (SAATM) towards contributing to the African Union Agenda 2063. The objective is, amongst others, to facilitate seamless and smooth operationalization of the SAATM to ensure the sustainable development of air transport and that activities of the Executing Agency (EA) facilitates the growth of the intra-African Air Transport Market.

The EA's role, therefore, ensure the even-handed enforcement of the YD and the EA's regulatory oversight responsibilities across all AU member States is to ensure consistent application of and adherence to the Regulatory and Institutional Legal Instruments of the YD and its Operational Rules and Procedures thus ensure that the operationalization of the SAATM creates a conducive environment for sustainable development of air transport in Africa.

AFCAC's regulatory oversight responsibilities are not only economic and technical in nature but also span across all AU member States as does its mandate to render technical assistances, in collaboration with Partners to State Parties that subscribes to SAATM to enhance the effective implementation of ICAO's SARPs aimed at sustainable development of air transport.

The Procurement Officer plays an important role in the implementation of the EA's Work Programme including coordination of technical assistance to State Parties that subscribes to SAATM, in collaboration with Partners. She/He reports directly to the Project Coordinator of the PIU with policy directive from the Director Air Transport of the EA and works collaboratively with Administration and Finance of AFCAC.

POSITION ASSIGNMENT:

- The Procurement Officer, recruited through a competitive application process, is responsible for the implementation of the procurement process and the planning and implementation of the project's procurement plan. He/she is placed under the authority of the Project Coordinator.

REQUIRED EXPERTISE AND SKILLS

- Proven knowledge and practical experience in the procurement of goods and services, and the sourcing of consultancy services in the context of the financing conditions of development projects;
- Proven practical experience in the field of procurement in projects financed by multilateral donors, in particular Funds of the African Development Bank (AfDB) and the World Bank;
- knowledgeable of the rules and procedures of the African Development Bank;
- Ability to rigorously implement and maintain the project's procurement plan to the required standards;
- Self-confidence; ability to work in a team; good analytical and organizational skills; excellent communication and information management skills; integrity; be detail-oriented;
- Have a good knowledge of IPSAS and IFRS Repository and accounting management software, knowledge and mastery of the AGRESSO, TOMPRO software
- Open-mindedness, availability to work in a team, listening and interpersonal skills.
- Fluent reading, writing and speaking abilities in one of the AFCAC languages and working knowledge of the other is desirable.

MAJOR DUTIES AND RESPONSIBILITIES

- Defining and establishing Operational procedures for the conduct and monitoring of all procurement activities, in liaison with the Project Coordinator
- Responsible for planning, implementation and monitoring of the procurement plan and adherence to the established time frame;
- Planning of all project procurement activities in accordance with the Project Appraisal Report and the provisions of the Grant Agreement;
- Ensuring, in liaison with the Financial Partners, the preparation of tender documents in accordance with the standards and deadlines, and for the launching of calls for tenders;
- Takes part in the preparation of tender documents, terms of reference and requests for proposals, ensuring compliance with the Financials rules and procedures; including all activities for the launching and award of procurements;
- Ensuring the preparation of all documents relating to the various procurement activities: Call for expression of interest, request for proposals, preparation of tender documents, request for quotations, compilation of shortlists, evaluation of tenders, award of contracts, preparation of draft contracts, etc.;
- Facilitates the organisation of the public opening of tenders and the tender-examination process, in liaison with the relevant staffs of the PIU and AFCAC; verification of the conformity of the documents (tender-opening minutes, tender analysis reports, signature of acquisition files in particular the signature of contracts, etc.) in accordance to AFCAC's procedures and the Financials rules of procedure;
- Monitors the execution and management of the various contracts and agreements in liaison with the Project Coordinator;
- Maintain an on-going system of monitoring the compliance with the Financials Procurement Policies and recommend actions to be taken by project management coordinator and Finance Unit of AFCAC to implement external audit recommendations and report on the status of implementation;
- Follow-up of the delivery of services and payment of service providers in cooperation with the AFM;
- Organizing the physical and electronic archiving of all project procurement documents;
- Establishing and managing a supplier database;
- Providing advisory support and assistance to the Coordinator of the PMU and the Technical Services on all matters related to the procedures for the procurement of works, goods and services;
- Undertake Regular Post Procurement Review Report with a view to advising Management on lessons learnt;
- Execution of audit findings as directed- initiating the necessary corrective actions to address all audit findings in Procurement function and prevent any repeat thereto;
- Participating in the training of PMU staff and technical services on procurement and the application of procurement rules and procedures;
- Regular contact with the Financials regional office for all matters related to procurement.

WORK RELATIONS AND CONTACTS

The Incumbent is expected to establish and maintain collaborative relationships with the Director of Air Transport and Subject Matter Experts of the EA and with the Financial and Administration staff of AFCAC.

The Incumbent shall interact closely with experts engaged in the implementation of the Work Program of the Executing Agency, when providing all the necessary information and materials for the purpose of achieving the set targets and their missions.

QUALIFICATIONS AND EXPERIENCE

- At least a graduate degree (5-year university study) or equivalent in Accounting, Business Management or related field;
- At least 8 years of relevant professional experience in the Procurement and administration of Projects financed by multilateral donors in implementation of programs and projects financed by the Bank or any other similar institution.

COMPETENCIES

1. **Planning and organizing the** ability to identify priority activities and assignments; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; and monitor and adjust plans and actions as necessary. Thoroughness, accuracy, and attention to detail. Demonstrate effective organizational skills and ability to handle a large volume of data in an efficient and timely manner.
2. **Service users' orientation:** The willingness and ability to provide the best quality service to the client and to work in partnership to mutual benefit.
3. **Communication:** The ability to communicate effectively with people at different levels (both in writing and orally). Good drafting and editing skills are required.
4. **Accountability:** The willingness and ability to accept responsibility for oneself and one's responsibilities; taking ownership for actions and outcomes.
5. **Teamwork:** The ability to work cooperatively or collaboratively with colleagues as part of teams to achieve agreed goals. Initiative, discretion and the ability to maintain harmonious working relationships.
6. **Technological Awareness:** The willingness and ability to keep abreast of available technology, understand the applications and limitations of technology, and actively seek to apply and learn about new technology.

PERFORMANCE INDICATORS

- Level of justification of the commitments in relation to the procurement;
- Availability, reliability and quality of annual financial statements produced
- Reliability of periodic replenishment system of the Special Accounts and preparation of related requests
- Status of Regular update of cash and bank books
- Number and quality of reports produced
- Quality of processing level of payment transactions

OPERATIONAL LINKS

- Secretary General
- AFCAC staff

EXTERNAL LINKS:

- AFCAC Member States
- African Union
- Suppliers
- Various Partners

HOW TO APPLY

- Interested candidates must complete on-line application form. To apply, please visit AFCAC's website at: www.afcac.org.

NOTICE TO CANDIDATES

- Only the most successful candidates will be contacted for further assessment.