

PROCUREMENT AND ADMINISTRATIVE SPECIALIST-003/2024

A. Reports to: Project Manager

B. Summary: The Procurement and Administrative Specialist is responsible for procurement management. S/he will provide support in managing the procurement requirements of works, professional services and equipment in accordance with the International Fund for Agricultural Development (IFAD) project requirements.

C. Duration of Assignment: Initial contract of 2 years; successful completion of a six-month probationary period; subject to annual appraisals with renewable contract if performance is satisfactory.

D. Duty Station: Based in Mogadishu.

E. Specific duties and responsibilities:

- a. Ensure that the procurement process respects the principles of fairness, integrity and transparency through competition. He/she will be committed to achieving the best value for money and cost effectiveness, while taking other factors into account, such as social and environmental sustainability.
- b. Make sure procurement activities are compliant with IFAD Procurement Principles, Prohibited Practices and Sexual Exploitation and Abuse (SEA) / Sexual Harassment (SH) provisions.
- c. Update procurement systems and procedures for effective planning, implementation, monitoring and reporting on procurement activities, including updating of the Project Implementation Manual (PIM) in accordance with IFAD procurement guidelines, Project Arrangement Letter (PAL) and Federal Government of Somalia (FGS) requirements.
- d. Prepare and update a detailed procurement plan in line with the directives of proposed and approved Annual Workplan and Budgets (AWPBs) and IFAD guidelines, in consultation with the Project Manager and Components' Experts.
- e. Prepare tender documents; prepare bills of quantities and scope of work of the planned work constructions, Terms of Reference for professional services, and specifications for goods/equipment procurements, in accordance with the IFAD requirements.
- f. Prepare and publish bid announcements/advertisement or invitation for bids from pre-qualified providers after clearance and receipt of IFAD No Objection.
- g. Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review by the respective evaluation committees.
- h. Convene and support evaluation committees to undertake evaluation of bids or/and proposals ensuring that committees have been constituted with the right expertise
- i. Provide secretarial services to the tender evaluation committee, including drafting the tender selection/ evaluation forms, announcing tender results, and preparing the procurement provisions that will be included in the contracts.
- j. Review periodically the implementation of contracts, agreements and MOUs ensuring compliance with the procurement provisions, in close collaboration with Project Manager and the technical experts.
- k. Organize and maintain computerized records containing vendor and bid information.
- l. In collaboration with technical staff, recommend progress payments to contractors/service providers/suppliers on the basis of agreed milestones or outputs, update contract monitoring forms, manage variations and delays on contracts/MOUs

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Adaptive Agriculture and Rangeland Rehabilitation Project (A2R2)

as per IFAD and FGS requirements.

- m. Follow up and ensure that performance guarantees/or bonds as appropriate have been issued by the selected contractors/suppliers and monitor their validity for renewal as appropriate;
- n. Ensure goods and services financed by grant proceeds have been procured in accordance with the grant agreement
- o. Correspond with vendors regarding prices, product availability, and delivery.
- p. Respond to inquiries from PMU staff regarding requisitions, purchase orders, contracts and pricing information.
- q. Maintain procurement records in a form appropriate to facilitate retrieval for review during IFAD missions and for audit by internal and external auditors;
- r. Maintain fixed assets register, supervise PMU office, assets by ensuring periodic asset verifications, logistics, and all administrative matters;
- s. Oversee organisation of meetings and select a Secretary for project meetings;
- t. Assist project staff in arranging logistics for field trips, capacity development activities and training workshops;
- u. Oversee maintenance of a proper filing and administrative system for all project documents;
- v. Supervise administrative staff;
- w. Oversee office safety and security, including access control, evacuation arrangements, and fire procedures;
- x. Supervise and provide technical support to implementing partners authorised to procure services and goods for the project, ensuring all procurements are undertaken competitively and comply with IFAD procurement guidelines;
- y. Supervise and manage project vehicles and machinery maintenance.
- z. Take part into the provisional and final acceptance works including the preparation of the respective committees and the acceptance of the works/professional services/equipment or goods delivered; and
- aa. Prepare quarterly and annual progress reports of implementation plan and regularly update the project manager of challenges and proposed actions to overcome the challenges; and
- bb. Perform related work as required by the Project Manager.

F. Qualifications:

- a) Education: A bachelor's degree in business administration, management, finance, or a relevant field is mandatory. Master's degree in field related to procurement is added advantage.
- b) Certification in procurement, contract or supply chain management is a plus.
- c) Experience: Minimum 10 years of experience in implementation of procurement procedures with donor funded projects or international organizations.
- d) Skills and knowledge:

- Extensive knowledge of IFAD procedures,
- Demonstrated the ability to motivate and promote collaboration among diverse team and team members.
- Demonstrated analytical and problem solving and negotiating skills with the ability to balance programme objectives and procurement requirements.
- Excellent written, oral and interpersonal skills and ability to communicate effectively with the financiers.

G. How to apply

Interested candidates should submit an up-to-date CV and Cover Letter to hr@sadarinstitute.so **by 14th March 2024**. Your cover letter should specify the position you are applying for and outline your suitability for the role.

Please title your email: "Application for [Position Name], A2R2 Project."

NOTE: Only candidates shortlisted for an interview will be contacted. SADAR is committed to employment equity, welcomes diversity and encourages applications from all qualified applicants.