

INTERIM SOUTH WEST ADMINISTRATION

MINISTRY OF FINANCE

JOB DESCRIPTION

Job Title: Procurement Officer

Ministry: Ministry of Finance

Department: Procurement Department

Grade Level & Classification:

Reporting to: Minister of Finance,

Salary:

Hours:

Location: Baidoa, Somalia

1. Purpose of the position

To conduct all activities with the highest levels of integrity, in a fair and transparent manner with an obvious lack of any corrupt practices. This shall act as the guiding principle to all procurement activities for the Interim Southwest Administration (ISWA).

Reporting to the Procurement Director, the job holder shall efficiently and professionally prepare and issue bidding documents for ISWA Goods and Services (including formal pre-award Request for Information/Expressions of Interest), in order to ensure a timely, cost effective and transparent service in accordance with the procurement policies and procedures.

2. Responsibilities & Duties

To coordinate and manage the bidding and award process in order to adhere to the guiding principle and to comply with procurement policy and procedures, together with sound procurement standards and practices. This will be achieved by:

- Scrutinising Purchase Requests for logical descriptions, specifications, lead times and availability of funds.
- Advising users on the preparation of Terms of References (ToRs) and Specifications (Specs) as they relate to procurement requirements, to ensure that all ToRs and Specs allow for fair

and open competition and marketplace understanding.

- Efficient and effective preparation and issuance of bidding documents for ISWA Goods and Services, transparently handling Bidders' clarification questions and responses and transparent opening of Bids and their subsequent evaluation.

Co-ordinating Bid/Tender evaluations and preparation of the Evaluation Report in line with sound procurement and international standards and best practices. Reports must be clear enough to allow for appropriate approval in line with policy and where applicable presentation by Job Holder's Manager of the procurement to any Tender Board or Procurement Committee. Evaluation Report shall comprise of, but not limited to:

- a) Reviewing evaluated tenders; financially, legally, technically and commercially.
- b) Identification of commercial risks and potential opportunities.
- c) Following on from above, identifying risks and recommending negotiation opportunities.
- Co-ordination of negotiations and preparation and award of Contracts and/or Purchase Orders, in line with the guiding principles of all procurement activities, policies and procedures.
- Ensuring an audit trail by documenting and filing said documentation for every stage of the procurement process up to Contract signature and for all post award Modifications
- Co-coordinating and monitoring the contractual processes and resolving any matters that arise; in order to control Contract Modifications, Variations and other deviations.
- Other tasks associated with the tender and contracts process as may be assigned by management from time to time.

3. Qualifications and Training

- Professional Procurement Certification (such as UK Chartered Institute of Supply or similar) - desirable
- An undergraduate degree in an appropriate discipline (BSc/BCom/BBA). – desirable
- A Masters or Post Graduate Diploma in an appropriate discipline (such as financial management; Procurement; Business) - desirable
- Sound Procurement experience where transparency can be evidenced.- essential
- Computer literacy – essential
- Familiarity with Procurement software packages.- advantageous for future implementation

4. Competencies

- Must have excellent interpersonal skills.

- Must be able to make prudent commercial, contractual and procurement related decisions as well as be proficient in managing procurement processes and activities.
- Ability to communicate well both orally and in writing in English and Somali.
- Must be assertive and be able to easily identify, analyse and solve complex problems.
- Ability to plan and organize work, including special assignments in order to meet deadlines.

5. Required Experience

The position requires at least 5 years' experience where the key responsibilities and competencies can be demonstrated.

6. Performance Criteria :

- Transparent procurements
- All Tender and Pre Tender for new requirements to be issued using the appropriate SBD.
- Adherence to agreed completion date for Contract Award from acceptance of valid Terms of Reference, Specifications and Purchase Requisitions- with adherence to the guiding principal.
- Zero failed Procurements