

**Ministry of Finance and Development Planning
Department of Administration
Procurement Unit**

Position Domain				Salary Level		Report and Accountability	
Position Title:	Department	Section	Location	Level	Grade	No. of Direct Report/s	Supervisor of this position
Director of Procurement	Administration	Procurement	DoA			5	Assistant Minister for Administration

Responsible for the general supervision of all procurement related activities as approved by the Procurement Committee in line with the PPC Act of 2010 as well as directing and monitoring staff of the Procurement Unit

Terms of Reference :

The functions of a Procurement Unit shall be carried out in accordance with Public Procurement Act and applicable regulations established by the Public Procurement concession Commission, and shall include:

1. Preparing the Entity's procurement plan as contemplated by Section 40 of this Act and updating such plan as required;
2. Preparing invitations to bid, requests for quotation, requests for proposals and bidding documents including schedules and specifications;
3. Publishing and distributing invitations to bid, requests for quotation, requests for proposals and bidding documents;
4. Receive and safeguard bids conducting bid opening procedures in accordance with Section 61 of this Act;
5. Perform secretarial and administrative services for the Entity's Procurement Committee;
6. Ensure procurement procedures are followed in strict conformity with the provisions of the Act, its operating regulations and guidelines;
7. Monitor and administer the performance of vendors contracts;
8. Assess the quality of the procured goods, works and services;
9. Maintain a database of all vendors, suppliers, contractors and consultants;
10. Maintain profile of the past performance of suppliers, contractors and consultants with respect to their performance of contracts awarded under the PPCC Act.

Qualification Requirements	Knowledge, Skills and Experience	Behavioral Competencies Required:
<p>Master's Degree Procurement, Business Management and/or Economics and related fields</p>	<ul style="list-style-type: none"> • 6-8 years' work experience in Procurement and organization management • Adequate knowledge of Procurement practices • Ability to develop plans to accomplish procurement operation and objectives • Ability to allocate resources, plan procurement and oversee budgets and contracts to ensure fiscal stability of MFDP • Ability to develop and maintain strong relationship with vendors and end-users • Computer skills (especially in Microsoft Office) • Experience in managing people, be service oriented & processes improvement through performance management, development of staff, in-depth understanding of the Procurement Act and its regulations • Advanced communication and interpersonal skills • Verse in the Public Procurement and Concession Act of 2010 and au courant with practical application of its regulations 	<ul style="list-style-type: none"> ● Integrity ● Commitment to the Organization ● Coaching & Developing ● Accountability ● Teamwork & Cooperation ● Initiative ● Analytical Thinking ● Problem Solving ● Delegation ● Energetic and Sociable ● Flexible working Relation ● Objectivity

Supervision and Performance Evaluation Domain

Annual Work Plan	Monthly Activity Plan	Mid-Year Report	Final Year Report	Performance Evaluation
Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
MFDP Management holds all supervisors and employees accountable based on the supervision and performance evaluation domain. Supervisors must take this domain very seriously as it forms the basis for their accountability and evaluation of this position.				

Any Interested employee can apply for this VACANT position of Director of Procurement as advertised!

Application must be sent to:

Deadline of Application: October 6, 2016

Date of Publication: September 22, 2016