

**Ministry of Finance and Development Planning
Department Administration
Job Description**

Position Title	Procurement Specialist for Compliance
Report To:	Director of Procurement Unit
Directly Supervises	N/A
Department/Functional Relations	All Departments
External Relationships	PPCC/ Vendors

Purpose:

The Procurement Specialist for compliance, under the supervision of the Director for Procurement, shall supervise procurement proceedings, ensure compliance is achieved with the PPCA of 2010 and with any insurance made under, including but not limited to: Schedules, Rules, Standard Forms and any decision made by the Procurement Committee or where permitted by law, by the commission of PPCC or by the complaints, Appeals and Review panel (CARP). The specialist shall be responsible for writing of Bid Matrix and justifications for procurement methods of Request for Quotation, including obtaining quotations as per the above mentioned procurement method in accordance with the restated PPC Act of 2010 and Ministry of Finance and Development Planning Policy on procurement procedures and regulations. Must be able to research and negotiate prices, make and maintain vendor relationships. The procurement specialist for compliance shall negotiate fair prices with vendors in accordance with PPCA, drafts contracts and coordinates the delivery of services or goods. He/she must follow up to make sure good or services are delivered as promised. The procurement specialist shall keep an updated database of supplier's performance. Compile monthly procurement reports covering procurement activities and ensure value for money.

Key Results Area:

- ✓ *Procurement Record Management*
- ✓ *MFDP/Vendors Procurement Compliance*
- ✓ *Tracking & Assets Verification*

Duties

General Management Functions

- Assist in supervising and leading the staff of the procurement unit;
- Promote strategic end-user focused, quality and result oriented approach in the unit;
- Shall demonstrate true and seamless collaboration with program, project teams and operations unit;
- Arrange the purchase of all goods, works and services of the Ministry;
- Perform other functions as directed by the Assistant Director for Procurement.

Technical Duties

- Receive and register all procurement requisitions of goods and services to be procured on behalf of the Ministry of Finance.
- Liaise with suppliers, contractors and consultants to ensure that goods, works and services delivered are consistent with all specifications and conditions as spelled out in the purchase orders and the fixed purchase agreements.
- Implement the distribution plan of goods, works and services as outlined by the Ministry' Regulations and in compliance with the PPC Act as restated in 2010.

- Ensure that an outstanding file is maintained for all authorized procurement in whole or in part, that cannot be immediately supplied.
- Maintain matrices, reports and documentation on goods delivery by vendors and supply to various departments or sections.
- Perform other related functions as directed by the Director of Procurement.

Education

A Bachelor’s Degree in Business Administration, Management, Purchasing, or any related field. A relevant advanced degree in related field is an advantage with a minimum of 4 - 7 years of experience in procurement and setting procurement strategies would be a considerable asset.

Work Experience

3-5 years of experience in procurement and setting procurement strategies would be a considerable asset.

- A working knowledge of Government’s public procurement processes and procedures;
- Knowledge of procurement law, regulations, practices and procedures in the Republic of Liberia; Excellent supplier management skills including demonstrated ability to develop and manage business driven supplier relationships;
- Ability to prioritize projects, sound decision making abilities, and good customer service and communication skills;

Other Skills

- Excellent negotiation skills; Strong interpersonal and analytical skills as well as the ability to work independently with minimal guidance;
- Ability to work in a team environment with proven ability to meet deadlines and prioritize work while managing several projects simultaneously;
- Strong organizational skills with attention to detail, and strong foundational knowledge of government contracting; Solid computer skills (proficient in Excel spreadsheets, Purchasing and Supply Management software, PowerPoint); and Superior oral and written communication skills and in-depth knowledge of auditing and accounting principles.
- Strong interpersonal skills and sound, objective judgment; Strong relationship building, negotiating and influencing skills as, evidenced by recent experience of working with international agencies, private sector institutions and Government ministries in the development and implementation of procurement strategies, policies and initiatives;
- Ability to handle multiple projects/tasks within tight timelines; and Sound knowledge of PPCC’s rules, regulations, procedures and procurement policies.

Deadline: December 2, 2016

Please submit all applications to:

Human Resource Unit

3rd Floor

Or

Security Desk

Ministry of Finance and Development Planning