

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



VACANCY Announcement

Post Title: Procurement Specialist

Duty Station: Ramallah

Duration: 8 Months

Deadline: 5 December 2007

Start Date: Immediately

Remuneration: dependent on qualifications and experience

Type of Contract: Special Service Agreement

Background:

The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) has received a grant from the International Development Association (IDA) and intends to apply part of the proceeds of this grant to payments under the contract for Avian Influenza Prevention and Control Project Procurement Specialist position.

The main objective of the Procurement Specialist assignment is to carry out procurement of all works, goods, services and consulting services under the project in accordance with the provisions of the Grant Agreement, the procurement plan and the World Bank Guidelines for procurement of works and goods of May 2004 and World Bank Guidelines for the selection and employment of consultants of May 2004 and in accordance with the Legal Agreement of the project

Duties and Responsibilities:

Under the general direction of the PIU Director, the Procurement Specialist (PS) is responsible for:

- Ensuring Quality at Entry work on project preparedness for implementation in respect to adequate project procurement arrangement, procurement plans and procedures that accord with the Bank's minimum requirements;
- Developing and updating works, goods, services and consultancy services procurement plans, ensuring that project facilities are ready to receive the procured works and goods and ensuring that counterparts are ready to work with selected consultants;
- Drafting of pre-qualification documents, works, goods and services bidding documents and drafting of request for proposals for selection of consultants using the latest World Bank relevant standard documents available on the World Bank website;
- Ensuring that the required funds (including counterpart) for the procurement of works, goods, services and consulting services required under the project are available including funds to cover shipping, customs clearance, delivery to the site, installation and testing and commissioning costs;
- Drafting of specific procurement notice; invitation for pre-qualification; arranging for the receipt and evaluation of applications for pre-qualification; establishing lists of pre-qualified contractors, when applicable;
- Itemizing and listing all goods required for the project, including specifications, estimated unit and total costs of each item, arranging for the index coding and numbering of each item for identification and inventory with the project facilities and the space for which it is required;
- Grouping goods in packages by main product group (package) and sub-product groups (lots within the package) to permit bulk procurement (and ease of evaluation) consistent with sound technical and procurement practices;
- Determining the procurement method for works, goods and services to be used based on the size of the package as determined by the grouping of the items for: International Competitive Bidding (ICB), National Competitive Bidding (NCB), and Shopping taking into considerations relevant threshold stipulated in the Legal Agreement for the project;
- Drafting bid notices and bidding documents for inviting and receiving bids for works, goods and services under the project; ensuring latest specifications are used;
- Establishing procedures and forms for receiving, opening and evaluation of bids, ensuring adherence to the evaluation criteria stipulated in the bidding documents in a professional and timely manner;
- Recording the deliberations of all procurement processes; bids openings, evaluations, and decisions of the evaluation committees. Ensuring proper distribution to concerned parties;
- Preparing evaluation reports for the procurement of goods and services including recommendation to award;
- Preparing contract documents as stipulated in the relevant procurement documents;

- Developing/reviewing terms of references for consultancy services under the project making sure that the required scope of work is adequate for the required services;
- Determining the appropriate selection method and contract type taking into consideration the type, nature and size of the consultancy service;
- Drafting requests for expressions of interest, inviting, receiving and evaluating expressions of interests to establish shortlists;
- Drafting of requests for proposals, inviting proposals from shortlisted consultants;
- Establishing procedures and forms for receiving, opening and evaluation of technical and financial proposals, ensuring adherence to the evaluation criteria stipulated in the request for proposals documents in a professional and timely manner;
- Recording the deliberations for opening of the technical and financial proposals ensuring proper distribution to concerned parties;
- Preparing contract documents as stipulated in the relevant request for proposals document;
- Monitoring contracts under implementation from commencement till closeout including cost and time overruns; providing adequate support and guidance to the director and contract supervisor;
- Initiating and maintaining Client Connection on the World Bank website;
- Responding in timely and efficient manner to complaints received from bidders, suppliers, services providers and consultants, both firms and individuals, on accounts of any procurement proceedings and actions. Recording agreements reached and informing the PMT director thereof;
- Developing and maintaining well-defined tools to manage and track procurement activities;
- Participating in the preparation of periodic progress reports and Implementation Completion Report.
- Ensuring that all commitments are systematically communicated to the Senior Financial Management Specialist;
- Clarifying to the PIU director any procedural and/or contractual matters, related to contracts to be signed or under implementation;
- Establishing adequate filing system for the proper and efficient documentation of contracts. Maintaining the filing system for seven years after project closeout;
- Providing guidance and training to the administrative assistant for the proper maintenance of procurement files;
- Assisting consultants employed by the World Bank to conduct Independent Procurement Review during and after project implementation;
- Assuring backstopping and on job training of the procurement staff of the AICP-PIU
- Assisting the PA -AICP-PIU in the finalization of the POM of the project .
- Performing any other project-related duties requested by PIU Director.

Competencies:

General competencies:

- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing
- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook, and the Internet
- High organizational skills
- Able to work efficiently with minimal direction

Managerial Competencies:

- Demonstrate an ability to represent UNDP professionally in liaison with officials of the Palestinian National Authority.
- Demonstrate an ability to provide procurement assistance to other World Bank AI projects implemented by the PA.
- Demonstrates ability to assist with planning, coordinating, communicating and managing operations in the PIU office.
- Demonstrated ability to assist with the production and management of all project documentation to a professional and accurate standard.
- Demonstrated understanding of the risk factors associated with project financial delivery/procurement schedule and an ability to mitigate against these.

Minimum Qualifications:

Education.

- A minimum of bachelors degree in a field relevant to the work profile, finance, management or business administration.

Work Experience.

- Minimum five years experience in managing civil works activities, procurement of goods, and consultant services.
- Proven experience with Government and World Bank procurement procedures.

Languages.

- Fluency in written and spoken English and Arabic is essential.

Other considerations.

- Knowledge of UN policies, procedures and operations would be an asset.
- Knowledge of World Bank policies, procedures and operations would be an asset
- Ability to travel between Jerusalem and the West Bank would be an asset.
- Proven ability to work with partners, senior government officials and representatives of international agencies.

For more information on UNDP/PAPP, including its core values and competencies, please visit the UNDP website at www.undp.ps

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 5 December 2007

“UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally”