



Project title:	Technical Assistance to improve efficiency, relevancy and effectiveness of SADC Procurement rules
Position:	<i>Procurement Advisor</i>
Location:	Botswana
Eligible nationalities:	All nationalities
Start of project:	10/07/2017
Assignment duration:	90 WD within 220 days
Deadline for the applications:	20/06/2017
Objective of the project:	<p>The overall objective of this assignment is to improve the relevance, effectiveness and efficiency of procurement systems in supporting Secretariat operational requirements and achievement of planned activities.</p> <p>The specific objective is to support the operationalisation of effective procurement systems and strengthen quality assurance of (ex and post ante functions) SADC procurement rules and procedures.</p> <p>Key tasks include:</p> <ul style="list-style-type: none"> • Provide strategic advice to SADC Secretariat to support implementation of the revised SADC procurement policy and procedures. • Strengthen the Capacity of SADC Secretariat Staff in order to successfully complete the procurement requirements, ensuring quality and timely transactions, throughout the Secretariat and propose changes where required. • Provide strategic guidance to ensure functional and individual compliance with procurement process requirements. Identify areas for improvement to the compliance framework, including financial regulations and planning processes, compliance monitoring instruments and performance and compliance monitoring. • Provide advisory, mentoring and coaching support to SADC Secretariat Staff to improve quality assurance and ex-ante control of all procurement steps and documents. • Provide strategic advice on procurement issues related to contract management. • Provide guidance for the effective and efficient use of framework contracts. • Ensure that the procurement of selected "Goods, Services, and Consultancy services" is done according to SADC procurement procedures. • Provide strategic support for the implementation of automation of SADC procurement system to ensure document control, tracking of procurement requirements, records management and compliance reporting in close collaboration with the ICT and Procurement Units. • Provide guidance for the effective and efficient use of framework contracts. • Provide technical advice to the Secretariat to systematically and comprehensively address weaknesses in SADC procurement system as identified the Institutional Assessment exercise. • Assist SADC Secretariat in the dissemination and training of SADC Staff on the revised SADC procurement policy and guidelines.
Qualifications required:	<p><u>Minimum requirements:</u></p> <ul style="list-style-type: none"> • Preferably a Master's Degree in the fields of project and logistics management or other related areas OR in the absence of a formal Master's Degree in the required field: relevant work experience of at least 10 years



	<p>which must be above the professional experience duration fixed in points b) below;</p> <ul style="list-style-type: none"> at least 12 years of professional experience in the design, appraisal and strengthening of procurement systems in the public sector and have demonstrated skills in conducting due diligence of government procurement systems for international financing institutions and multi-lateral lending agencies. <p><u>Specific requirements:</u></p> <ul style="list-style-type: none"> have proven previous experience in the effective operation and management of public procurement systems. have proven specific work experience in procurement associated with International Cooperative Partners programs and regional agencies relevant to the Southern African context. Have significant experience as a Procurement Auditor and/or with the review of procurement documents (Standard Bidding Documents) and/or the development of procurement manuals. Have proven experience in supporting the strengthening of effective procurement systems for public institutions. <p><u>Other requirements:</u></p> <ul style="list-style-type: none"> excellent communication and analytical skills; fluency in both written and oral English (knowledge of French and/or Portuguese will be considered an added advantage); Excellent drafting and presentation skills as well as thorough knowledge of working with standard Microsoft Office suite of programmes.
<p>Other information:</p>	<p><i>If you are interested in this position, please send your CV under the heading “Technical Assistance to improve efficiency, relevancy and effectiveness of SADC Procurement rules”</i></p> <p><i>When sending your application please include an indication of your desired remuneration (month-rate). Please also make sure that you include one or more telephone numbers.</i></p> <p><i>Only selected candidates will be contacted.</i></p>
<p>Contact:</p>	<p>hr2@ntu.eu</p>