AFRICAN DEVELOPMENT BANK – GHANA COUNTRY OFFICE

National Vacancy Announcement

Local Vacancy Announcement No ADB/12/ 099

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<th>Position: Senior Procurement Officer. Ghana Country Office (GHFO) based.</th>
<th>Grade: Local Professional (LP) 5</th>
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<td>Closing Date: 25 September 2012</td>
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| Department: Procurement and Fiduciary Services Department (ORPF): Procurement Division (ORPF.1) | Supervisor: Division Manager ORPF.1 (technically) and Resident Representative, Ghana, (administratively). |

The African Development Bank Field Office in Ghana (GHFO) has been established to strengthen dialogue between the Bank and the government, development partners, the private sector, and the civil society, in the design of its development policies and programs, as well as on implementation, monitoring and evaluation of the poverty reduction strategy. GHFO also seeks to assist the operational functions of the Bank Group in launching and follow up of projects and programs in the country with a view to enhancing portfolio quality, identification, promotion of participatory approach, and regional integration.

The Bank invites applications from suitably qualified candidates to fill the vacant position of Senior Procurement Officer (Ghana). This position does not attract international terms and conditions.

ONLY APPLICANTS WHO ARE NATIONALS OF GHANA OR THOSE WHO ALREADY HAVE THE RIGHT TO LIVE AND WORK IN GHANA WILL BE CONSIDERED FOR THIS POSITION. THE BANK DOES NOT SUPPORT APPLICATIONS FOR WORK PERMITS AND RELOCATION.

Objectives of the role

Under the general technical supervision of the Division Manager ORPF.1, the Senior Procurement Officer will work as a technical staff of the Procurement and Fiduciary Services Department receiving all guidance and support on procurement matters/issues from the Regional Procurement Coordinator (RPC), the Principal Procurement Specialist (PPS). As the incumbent will be based in the country office, administrative supervision will be provided by the Resident Representative, Ghana.

The Senior Procurement Officer shall supervise the work of the National Procurement Assistants (NPAs) and will assist in the procurement aspects of the overall projects portfolio in the field. This will include, but is not limited to: (i) Providing technical guidance at the Field Office in the procurement activities of assigned projects and programs within the framework of the Bank’s policies and guidelines; (ii) assessing the adequacy of project procurement arrangements; (iii) capacity building to improve borrowers’ procurement systems; and (iv) participating in launching and supervision of Bank funded-projects with a special focus on compliance with the Bank procurement rules, regulations, policies, procedures, audit recommendations and other fiduciary requirements.

Duties and responsibilities

In collaboration with the NPAs the Senior Procurement Officer will have the following specific duties and responsibilities:
• Receive and process procurement documents within his or her authorized level or forward them to the Regional Procurement Coordinator or the Principal Procurement Specialist as appropriate with background information for their review and action.

• Contribute Bank inputs with counterparts in relation with procurement matters, building coordination around the national development objectives.

• Advice Borrowers, Suppliers, entrepreneurs, Consultants and Contractors on all aspects related to the procurement of goods and services under Bank Group funded project.

• Participate in Preparation and Appraisal missions for specific projects with a view to assisting Borrowers and Sector Department Staff to define the most appropriate modalities for procurement.

• During the project/program preparation cycle missions, assessing the adequacy and effectiveness of the procurement capacity at the Executing Agencies and Project Implementation Units.

• Builds collaborative networks with national counterparts building awareness of Bank rules for Procurement and fiduciary services. Participate in the project/program Launching Mission to assist the project/program team in developing capacity building of the Executing Agency in the area of procurement.

• Review and/or draft, under the technical supervision of the RPC, procurement chapters/sections for a variety of project lending documents taking into account the economy and efficiency of procurement and acceleration of appropriate disbursement.

• Carry out supervision work to ensure that projects procurement management systems are functioning appropriately, including the review of periodic interim procurement reports for the Regional Procurement Coordinator clearance.

• Under the guidance of the RPC, make significant contributions in evaluating and developing improvements to borrowers’ procurement regulations/practices, including influencing the design, reform and establishment of national and sub-national public procurement systems and strengthening of institutional capacity within borrower entities.

• Contributes to collect national data related to procurement activities/matters.

• Assist Task Teams and ORPF in monitoring the implementation of agreed action plans for the Country Procurement Assessment Reviews (CPAR), and provide technical advice to Governments in the implementation of reform actions.

• Monitor practical aspects by assisting the Projects tasks Managers to supervise the procurement activities.

• Undertake other procurement related activities that may be required by ORPF.

**Selection Criteria**

• A minimum of a Master’s degree or its university equivalent in a relevant discipline, e.g. Engineering, Architecture, Procurement, Law, and Management, Commerce or a related field.
- A minimum of 5 years of relevant professional experience in the formulation and implementation of procurement-specific policies, programs and projects in African or other developing countries.

- Proven familiarity with and experience in the practice of procurement of goods and works and the acquisition of consultancy services under donor funding conditions.

- Ability to understand and conceptualize the complex problems of procurement of goods, works and services.

- Strong leadership and coaching skills.

- Competence in the use of Bank standard software (Word, Excel, Access, and PowerPoint); knowledge of SAP desirable.

- Excellent written and verbal communication skills in English and/or French; with a working knowledge of the other language.

**Terms of Employment**

Three years on a fixed-term contract with possibilities of renewal based on performance.

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit an online application, and attach a comprehensive Curriculum Vitae (CV), indicating nationality and date of birth. The President, AfDB, reserves the right to appoint a candidate at a lower level. The African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply: [www.afdb.org/jobs](http://www.afdb.org/jobs)