

Title	Senior Procurement Officer
Vacancy Number	PMO/MPW/VAC/126
Ministry	Ministry of Public Works (MoPW)
Organization	Program Management Officer (PMO)
Department	PMO
Duty Station	Afghanistan, Kabul
City	Kabul
Duration	1 Year's With Possibility of Extension
No of Jobs	1
Nationality	Afghan
Sex	Male/Female
Salary Range	According to NTA Salary Scale
Announcing Date	14 – Sep – 2020
Closing Date	27 – Sep – 2020
Job Type	Program/ Procurement
Shift	Full Time
Job Status	Sourcing
Experience	5 Years

Background:

The Ministry of Public Works (MoPW) is implementing various road projects in the Islamic Republic of Afghanistan for implementation of the projects funded by the Asian Development Bank (ADB). Program Management Office (PMO) of MoPW is willing to handle implementation of related tasks that would include (a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

Purpose and Scope of Assignment:

The Senior Procurement Officer will be responsible to work along with the Head of Procurement and with the Asian Development Bank Funded projects team and PMO project Managers.

Duties & Responsibilities:

The role and responsibilities of the Sr. Procurement Officer includes, but not limited to the following:

- Identify the most appropriate procurement approach and packaging of the assignments.
- Preparation REOI/ RFP/SBD and Shopping documents of commercial aspects.
- Coordinate with all relevant department to have the Technical specifications documents, Employers Requirements etc. and to compile the Bidding documents for submission to Review and NOL for ADB.
- The Senior Procurement Officer shall provide overall procurement guidance and support during the bidding/selection process using the Government of Afghanistan and Donors standard Procurement Guidelines

- Follow up with the respective departments of PMO on processes to ensure compliance with Government of Afghanistan and Donors procurement requirements.
- Consult with the engineers and NPA in all aspects of the procurement system, bidding documents and procurement plan review and revision.
- Co-ordinate with Evaluation Committee members for completing the TER & FER for approval of MOPW management
- Corresponded with the Bidders for clarifications on the Procurement related activities.
- Preparation of Notification of Award, draft Contract Agreement as per the Government of Afghanistan and Donors templates and submission to NPA for obtaining NOL from ADB.
- Preparing the letters and Mail to the donors for obtaining NOL,
- Preparing weekly, monthly and quarterly progress reports and submission to PMO management.
- Representing PMO to consult closely with the Asian Development Bank's procurement team.
- Assist Evaluation committees and Purchasing committees for overall documentation / document preparation.
- Organizing and having proper filing system of all procurements
- Any Other duties as assigned by the line manager.

Skills:

- Management and team leadership ability
- Have the required skills in general management
- Writing and communication ability in professional and related area.

Qualifications and Experience:

Prospective Senior Procurement Officer should be having at least Bachelor's degree with 5 years' experience in Procurement, Economy, Business Administration, Engineering and any other related studies. Have comprehensive understanding of ADB's procurement and Consultant recruitment guidelines, procedures, Experience in handling procurement of civil works, and management and consultant's services, preferably for road projects funded by the multi-lateral agencies. The ideal candidate should have a thorough understanding of procurement policies of the donors and the procurement law of the Government of Afghanistan.

Required Documents:

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera)
- Copy of verified last Posting Contract
- Certificate's and Appreciation Letter's

Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV, clearly indicating the position applied for, in the subject of your email to PMO Office of Ministry of Public Works, through email at pmo.recruitment@gmail.com with a copy to adbafirm@adb.org, clearly mentioning the position applied for in the subject line.

Only short-listed candidates will be notified

"Women are highly encouraged to apply"

Announcing Date **14 – Sep – 2020**

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