

PROCUREMENT SPECIALIST

The Procurement Specialist will assist the Unit in procurements of goods and services to be made at the organization and/or program level. This will include assisting implementing agencies in procurement as and when required.

Background:

Program Support Unit (PSU) established in the P&D Board to implement Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program. It is a five year program funded by International Development Association (IDA) – World Bank Group with objectives to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the Punjab Province to promote coherent PFM systems. The Program will also support the GoPb's Development response to COVID-19 challenges. The PSU in the P&D Board is responsible to coordinate implementation of activities under the P&D Board.

The PSU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Unit Head. Procurement Specialist will be one of the individual consultants with following credentials;

Qualification and Experience:

- Master's degree or equivalent in Project Management, Contract Administration, Economics, Finance, Business Administration, or Engineering from a reputed/recognized university with at least 8 (eight) years of relevant experience.
- OR Bachelors degree or equivalent in Project Management, Contract Administration, Economics, Finance, Business Administration, Public Administration, Engineering or related discipline from a reputed/recognized university with at least 10 (ten) years of relevant experience.
- At least 5 years experience in procurement of goods/services/works in public sector organization or donor funded projects.
- Knowledge of national/subnational World Bank/International Donor Organization procurement rules and regulations.
- Extensive knowledge of all procurement and consultancy selection approaches, substantive knowledge of procurement policies, processes and procedures and substantial experience in their application for the procurement of a wide range of supplies and services.
- Experience of contract management of goods and consultancy contracts
- Prior experience of working in the project funded by World Bank/ multilateral financial institutions is highly desirable.

Main Responsibilities:

- Prepare and update the procurement work plan;
- Develop procurement plan, strategy and manuals in accordance to World Bank Procurement Regulations and Operations Manual;

- Liaise with the donor agency on project procurement and maintain the outlined guidelines governing the procurement process for the project;
- Maintain coordination of project activities and be responsible for the following up with management in the achievement of all procurement related targets;
- Propose measures to overcome critical delays (if any) to project completion and on compliance with agreed procedures;
- Carry out the essential duties and responsibilities in the context of providing support to the project on a full time basis and ensure efficient procurement and supplier management processes;
- Render support on project start-up procurement issues as necessary and advise and assist the preparation of procurement packages as appropriate;
- Prepare and review technical specifications from the procurement stand point of view, refine Terms of References (ToRs) and prepare bidding documents (Expression of Interests (EOIs), , Request for Proposals (RFPs)), contracts and evaluation reports for the project using standard World Bank documents ;
- Assist Implementing Agencies in the process of engaging consultants and bidders;
- Prepare and execute contracts, purchase orders and requisitions;
- Prepare physical progress and overall procurement activities' reports on a quarterly basis;
- Conduct Procurement Committee and Consultant Selection Committee (CSC) meetings;
- Execute all of the above responsibilities in compliance with procurement laws, regulations and procedures of the World Bank.;
- Maintain a contract management system; identify delays, document progress and alert the management of any issues in contract implementation;
- Any other task related to the assignment.