

Job Description: Procurement Officer – IFRAP Component-1

Overview: The Procurement Officer will assist the Procurement Specialist in managing the procurement processes for the Integrated Flood Resilience and Adaptation Project (IFRAP) C-1. This position will support the implementation and monitoring of procurement activities, ensuring adherence to the project's guidelines and timelines.

Key Responsibilities:

- Collaborate with the Procurement Specialist to develop and update procurement plans for timely completion.
- Assist in drafting and reviewing Expressions of Interest (EOIs), Invitations for Bids (IFBs), RFPs, RFQ, RFB and bid documents as per World Bank Procurement Regulations.
- Support the preparation and organization of bid evaluation meetings, including scheduling, document distribution, and recording meeting minutes.
- Maintain and update contract rosters and procurement records.
- Monitor procurement activities and ensure compliance with regulations, preventing fraud or pilferage.
- Assist in tracking and maintaining progress in the procurement management system (e.g., STEP).
- Provide technical support for evaluating and ensuring the quality of goods and services delivered by suppliers.
- Participate in meetings and contribute recommendations for procurement improvements.
- Support audit and review teams by organizing procurement documentation and ensuring clear records of procurement cycles.
- Reporting to Procurement Specialist IFRAP C-1

Qualifications Required:

- **Education:** Bachelor's degree (sixteen years of education) in Procurement, Business, Administration / Management, Engineering, Economics, Finance, Commerce, Social Sciences or relevant field
- **Experience:** At least 5 years of experience (after acquiring stipulated qualification) procurement and contract management with at least three years of which should be related to procurement of Goods, Works and Consulting Services Preferably in development sectors.
- **Skills:**
 - Familiarity with procurement guidelines and regulations (experience with international and national standards is an addition).
 - Proficiency in English and basic IT skills.
 - Knowledge of procurement tools and ERP systems
- **Attributes:**
 - Experience in World Bank funded projects will be preferred.
 - Experience in community-driven development or infrastructure projects is preferred.
 - Understanding of the socio-economic and logistical context in regions similar to Balochistan.

Salary and Benefits

A market-based competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

Time frame of Consultancy

The services of the officer will be required full-time for the entire life of the project. However, the continuity of the contract will be subject to satisfactory performance by the consultant.

Selection Process:

The officer will be selected in accordance with the procedures set out for IFRAP Component-1 Project.