



CALL FOR APPLICATIONS

Job Title: **PROCUREMENT EXPERT**

Reference: **005/CEEAC/COM/SA/DRHMG/SMG/2022**

Application deadline:

Duty station: **Libreville, Gabon**

Type of contract: **Fixed-term contract of three (3) years renewable**

SITUATION OF THE POST	
Department	Presidency / Administrative Secretariat
Division	Human Resources and General Resources
Service	General Resources
Functional Relationships	<ul style="list-style-type: none">- All ECCAS Divisions- All ECCAS suppliers
DUTIES OF THE POST	
The Procurement Expert is responsible for all procurement and contract management activities within the Commission and its agencies and offices within the framework of the ECCAS budget or donor-funded programmes and projects.	
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none">- Develop and manage the implementation of procurement instruments;- Prepare tender documents and restricted consultation documents and submit them to the President of the ECCAS Commission for approval by the donor;- Submit the files approved by the donor to the Chairman of the contract award committee to initiate calls for tender;- Ensure publication (newspapers, embassies, development organisations, etc.);- Participate in the opening of bids and the evaluation of tenders.- Prepare tender opening minutes and evaluation reports for signing by the members of the Contracts Committee;- Draw up purchase orders and letters of order, protocols and cooperation agreements with the services and having them approved by the Chairman of the Commission in accordance with the procedures and in compliance with the thresholds allowed in the matter;- File and archive files and documents relating to the management of contracts;- Participate in the acceptance of works and supplies of goods and services;- Participate in technical and financial audits and implement the resulting recommendations;- Ensure compliance with relevant donor guidelines in the procurement of project goods and services;- Coordinate the preparation of procurement plans and monitoring of the Commission's procurement activities;- Implement procurement and monitoring plans for the Commission's procurement activities and	

maintain a comprehensive and systematic set of transaction records;

- Advise Departments on the development of technical specifications and Terms of Reference;
- Coordinate all evaluation processes in accordance with the criteria established in the tender documents for contract award;
- Develop and manage a database of the Commission's suppliers/service providers;
- Follow up on orders and determine the causes of any delays;
- Monitor the progress of contract implementation to ensure that it meets the standards, procedures and timetable for procurement;
- Establish close collaboration with the user departments of the ECCAS Commission in the supervision of contract implementation to ensure compliance with contractual agreements, recommend amendments and extensions to contracts, and advise the parties concerned on contractual rights and obligations;
- Monitor the implementation of contracts in collaboration with Finance, particularly with regard to agreed payment terms.

PROFILE REQUIREMENTS

Educational Background	Have a postgraduate degree (5 years of university education or equivalent) in Procurement, Law, Economics, Purchasing, Supply Chain or related fields.
Experience	Have at least 8 years of professional experience at similar levels of responsibility (see Article 13 of the ECCAS Staff Regulations), in particular in the field of procurement and/or supply chain management, management of procurement activities within a public institution or an international organisation or donor (AfDB/IBRD/World Bank/AFD...).
Expertise	<ul style="list-style-type: none"> - Central Africa and ECCAS member countries; - Purchasing and negotiation techniques, administrative tools and procedures for purchasing and supply; - Logistics and logistics professions, stock management; - Tools and administrative procedures for purchasing and supply; - Public procurement codes of member countries - Enterprise Resource Planning system; - Procurement procedures of development organisations, including the World Bank, African Development Bank, European Union, FDA, etc; - Language: English, Spanish, French and Portuguese required.
Technical Skills	<ul style="list-style-type: none"> - Have advanced professional and managerial skills; - Ability to design, plan, manage and evaluate large teams as required; - Develop tender documents and define criteria for the selection of suppliers/service providers; - Analyse stocks, identify inconsistencies, propose stock management/optimisation parameters - Conduct critical analysis and act on maintenance of facilities and equipment; - Manage supplier and service provider contracts; - Conduct negotiations; - Establish and maintain internal and external relationships to facilitate the exchange of necessary information;

	<ul style="list-style-type: none"> - Develop and monitor procurement procedures; - Produce activity monitoring reports; - Conduct excellent written and oral communication; - Mastery of computer tools: Word, Excel - Use specific applications in the relevant fields.
Behavioural Competencies	<ul style="list-style-type: none"> - Anticipation; - Results orientation; - Ability to analyse and synthesise; - Organisational skills, time management and rigour; - People skills, listening skills and interpersonal skills.
EMPLOYMENT CONDITIONS	
Remuneration	<ul style="list-style-type: none"> - Salary and benefits in accordance with the ECCAS salary structure.
Nationality & gender	<ul style="list-style-type: none"> - Be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account in recruitment; - Female candidates are encouraged to apply.
APPLICATION DOCUMENTS	
<ul style="list-style-type: none"> - Motivational letter of application; - Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail); - Citizenship certificate; - A copy of birth certificate or supplementary judgement in lieu thereof; - A copy of criminal record (bulletin n°3) not more than three months old; - Certified copies of academic degrees and diplomas; - Work certificates and documents attesting to professional references; - A medical certificate issued by a registered doctor; - Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities; <p>The complete file, bearing the reference: 005/CEEAC/COM/SA/DRHMG/SMG/2022 and the job title « PROCUREMENT EXPERT », must be sent exclusively by e-mail to the following address: recrutements@ceeac-eccas.org.</p>	