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|  **JOB DESCRIPTION** |  |
| **JOB TITLE** |  Procurement Specialist  |
| **INSTITUTION** | ECOWAS Commission  |
| **PROJECT NAME** | West Africa Unique Identification for Regional Integration and Inclusion (WURI)  |
| **GRADE** | P2 |
| **ANNUAL SALARY** | UA48, 921; USD 67,200  |
| **DEPARTMENT** | Trade Customs and Free Movement  |
| **DIRECTORATE** | Free Movement  |
| **LINE SUPERVISOR** | Project Coordinator, WURI |
| **SUPERVISING** | N/A |
| **DUTY POST** | Abuja, Nigeria  |
| **TERM DURATION**  | One year renewable until July 2024. Contract expected to commence September 2021 |
| **Applications should be sent to:** The Directorate of Free Movement of the Department of Trade, Customs and Free Movement focuses on the facilitation of free mobility of ECOWAS citizens within the sub-region, the proper implementation and respect of the Protocol of Free Movement, Right of Residence and Establishment, the coordination and active implementation of legal and policy instruments related to migration and fostering cross-border cooperation in the region. Additionally, the Directorate has been entrusted to strengthen collaboration and regional engagements for the implementation of a digital identification programme aiming to boost access to services. **ROLE OVERVIEW** Under the overall supervision of the Director Free Movement who is also the Project Coordinator of WURI, guidance of the Principal Officer Procurement and direct supervision of the Project Manager WURI, the incumbent will be responsible for the management of the procurement activities of the WURI project. The overall objective of the project is to increase the number of persons in participating countries who have government-recognized proof of unique identity that facilitates their access to services. The specific objective of the regional intervention component of the project is to enhance and foster inter-agency collaboration and strengthen regional engagements with the aim of facilitating regional dialogues on mutual recognition of foundational ID systems across the region. **ROLE AND RESPONSIBILITIES** * Prepare and execute procurement plans to support project operational needs based on requirements stated in the project work plans and budgets and in accordance with ECOWAS and World Bank internal control mechanisms;
* In liaison with Finance, facilitate timely funding, and/or resolution of any funding issues in relation to procurement activities;
* Maintain awareness of market conditions, including source list, price and competitiveness, and ensure that costs are fair and reasonable prior to approving any purchase;
* Support the project team in the preparation and finalisation of the terms of reference or specifications for various procurement needs and make recommendations to ensure compliance with applicable rules and procedures of ECOWAS and/or World Bank for Goods and services;
* Prepare requisite tools where necessary and bidding documents including draft contracts and other procurement documents;
* Prepare all the notices for publication (Invitation for Bids, Prequalification notices) as approved;
* Keep track of the status of each procurement – from request to delivery or receipt by the requester – ensuring that priorities are met;
* Support all the evaluation Committees in the evaluation of Bids and ensure compliance with set rules and procedures;
* Prepare all the evaluation reports in line with the decision of the evaluation Committees;
* Prepare all Contracts for Signature and monitor in their implementation;
* Produce/provide periodic reports covering goods and services purchased and on the implementation of the approved procurement plan;
* Maintain a central register of main contracts to accurately record the status of contracts with suppliers, develop appropriate database for key suppliers, main contractors and Consultants and track service level agreements with vendors, contractors and consultants;
* Maintain proper archiving of all procurement related documents (Procurement Plan, Tender Dossiers, Publications, evaluation reports, contracts etc);
* Undertake duty travel when necessary;
* Undertake any other official task assigned.

**ACADEMIC QUALIFICATIONS AND EXPERIENCE****Education*** Bachelor's degree (or equivalent) in Business Administration, Public Administration, Commerce, Law or a related field from a recognised University.

 **Experience*** Five (5) years of progressive experience in Procurement and/or Supply Chain Management for a Public Institution, International Organization, NGO or Multilateral Organization;
* Knowledge of procurement policies, processes and procedures of the World Bank and ECOWAS internal control processes and procedures;
* Relevant training in Procurement or Supply chain Management will be an advantage.

**KEY COMPETENCIES*** Possess excellent written and oral communication, negotiation and persuasive skills; and the ability to solve complex problems involving multiple stakeholders and constraints;
* Ability to self-manage with a high sense of personal responsibility for delivering technical and quality results within timelines;
* Ability to critically analyse information from various sources, advise and deliver clients sensitive and responsive solutions with a high sense of professional integrity and reliability;
* Demonstrate excellent inter-personal skills, the ability to work with and in environments of diversities with sensitivity to differences.
* Fluency in oral and written expressions in English language and the ability to articulate complex messages and ideas in a clear, concise, creative and lively manner. Fluency in French is desirable.
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