

## TERMS OF REFERENCE

### ASSISTANT PROCUREMENT OFFICER

#### **Organisation Context**

The Public Sector Reform Unit (PSRU) in the Office of the President is charged with the responsibility of providing leadership, co-ordination and strategic guidance in the monitoring and implementation of the Government's Public Sector Reform Programme. The Programme is geared towards a performance-oriented, citizen-focused public service. Co-ordinating Public Sector Reform activities requires effective policy design and analysis, programme management, effective communication with all stakeholders, as well as monitoring and evaluation to determine the extent to which the Programme is meeting its objectives and creating the desired impact.

PSRU staff are expected to be pro-active, highly analytical, forward thinking and able to work in a fast-paced environment. The challenging roles present an opportunity to add-value to the public service, offer professional development opportunities and a chance to make an impact on a small but dedicated team.

**Job context** – the Procurement Assistant will perform duties within their technical function, as assigned by the Head-HR & Administration. They will provide support in these areas ensuring that the existing Reform Programme is implemented in a timely, efficient and effective manner.

**Purpose:** To conduct proper procurement planning and bidding processes following established procedures; and to efficiently manage procurement records keeping and information on suppliers, contractors and consultants; to work primarily with the HR & Administration team and Finance Officer, ensuring that PSRU is in compliance with requirements of the National Public Procurement Authority, Accountant General Department, Audit Service SL and any Donor project requirements.

**Duties:** Reporting to the Head-HR & Administration, the Procurement Assistant will provide support and assistance in ensuring the delivery of the outputs listed below:

#### General

1. Work closely with all functions in the Unit to plan, develop and monitor the implementation of the Unit's Annual Procurement Plan.
2. Prepare team performance reports

#### Specifically

3. Act as Secretary to the Procurement Committee
4. Administration of the Bidding process and Evaluation of Proposals and Bids
  - Bid process management including preparation of bidding documentation and post-bid process monitoring;
  - Provide sound technical advice on Development Partner procurement processes, procedures and guidelines;
  - Undertake due diligence to ensure that all financial aspects of the Bids meet the stipulated criteria;
  - Provide technical advice in the design and administration of a Pre-Qualification Request For Qualification (RFQ) process
  - Undertake financial due diligence on the submitted Bids;
  - Assist in discussions with Development Partners and negotiations with the Bidders.
  - Conduct of Bid opening processing
  - Lead in the evaluation of Bids, including management of necessary Technical Evaluation Committees and advisers to properly evaluated bid
5. Administering the implementation and monitoring of contracts, to the extent that this not carried out by end-user department or any other staff in the entity
6. Sourcing and profiling of all suppliers, contractors and consultants, and the maintenance of a database for procurement purposes
7. Prepare Monthly, Quarterly, Annual reports to keep track of all Procurement activities for the attention of Head-HR & Administration

8. Keep *all procurement documents* in secure custody
9. Manage and monitor a Contract Register.
10. Participate and facilitate the implementation of the Public Sector Reform programme initiatives, providing expertise as and when required in implementing PSR initiatives.
11. Provide on-the-job training /coaching/mentoring to staff as and when necessary
12. Reporting - Assist in the preparation of:
  - (a) PSRU's Annual Work Plan;
  - (b) Periodic reports including PSRU's Quarterly and Annual Reports and Minutes of Steering Committee meetings
  - (c) Proposals for Resource Mobilisation, particularly in relation to Technical Assistance and funding (whether Government or external)
  - (d) Donor Partner/external Reports; and Terms of Reference for external Consultants
  - (e) Reports for Cabinet and for other Key partners where required.
13. Submit comprehensive Monthly progress reports on their Work Plan and activities relating to their Terms of Reference
14. Participate in PSRU Weekly/Monthly/Quarterly meetings
15. Perform any other duties assigned by the Director

**Skills and Competencies**

- Research skills: must be able to undertake research, collecting and collating data with minimum supervision.
- Analytical & critical reasoning skills: the ability to analyse data and reach appropriate conclusions
- Report-writing: must have the ability to write reports to a high standard, reflecting the research conducted. Evidence of individual dissertations and/or theses written will be an advantage.

**Qualifications and Experience**

- Masters Degree in Business Administration, Accounting, Finance or Economics from a recognized University **OR** CAT (or equivalent Professional qualification) and a Degree in Accounting, Finance or Economics from a recognized University.
- A minimum 3 years' relevant post-Masters/Professional Qualification work experience in the public or private sector. Experience in the public sector and/or in Development organizations *in Sierra Leone* will be an added advantage.
- Experience in Donor procurement procedures (World Bank, EU, AfDB) is an added advantage
- Budget development and analysis and records management will be an added advantage

**Person specification**

- A mature and confident individual with good interpersonal skills.
- Communication skills –must be able to communicate effectively, articulate their view (verbally and in writing) and actively listen to other points of view
- Good organizational skills with the ability to supervise others and to multi-task whilst prioritizing own work.
- IT literacy – must be proficient in MS Office (Excel, Word and Access); familiarity with modern records management software applications is an added advantage.
- Ability to work in a team and independently, sometimes with minimum supervision
- Proactive in updating job knowledge and education

**SIGNED**

NAME .....

SIGNATURE .....

DATE ..... 2014