

Vacancy Announcement Ref. PROMAS - ARDA / 0 1 - 2015 / PS - AL

Procurement specialist

Contract type and duration: Contract type is Service Agreement with duration 12 months of which three months of test period, renewable.

Starting date: as soon as possible.

Purpose: to manage the procurement activities of the Project Management Units (PMUs) of all projects under PROMAS (Programme for the Modernisation of the Agricultural Sector, funded by Cooperazione Italiana), implementing related policies and procedures in compliance with international standards. The successful candidate should be a qualified Procurement specialist, of Albanian nationality, with significant previous experience in the domain of reference.

Duty station: based in Tirana in the premises of the Albanian Ministry of Agriculture, Rural Development and Water Administration at the PMU Office.

Job description

The Procurement specialist will:

- Prepare, launch and follow up tendering/procurement activities at project level including: review and verification of technical specifications, preparation of procurement bid lists, tender documents and evaluation reports, award management, and contract administration;
- Contribute to establishing and formalizing PMU formats and procedures for the management and storage of procurement documents and data;
- Enter procurement/contract data into specific software;
- Update project procurement plans and draft periodic procurement reports;
- Complement the PMUs activity reports with procurement related data;
- Provide advice on procurement related administrative and financial decisions and procedures;
- Undertake other duties as needed for properly accomplishing project procurement/contracting activities and related obligations.

The Procurement specialist will work in coordination with the Programme Financial officer, and report directly to the PMU National Coordinators and Chief Technical Advisors. She/He will keep regular liaison with the Finance and Juridical Directorates of involved Ministries.

Knowledge, experience and skills:

- University degree in Law, Economics, Business Administration, Accounting, or related fields.
- At least 5 years professional experience.
- Proven knowledge and work experience in applying international procurement standards, with specific reference to *Procurement and Grants for European Union external actions* (PRAG).
- Ability in reporting.
- Excellent knowledge of main computer applications.
- Ability to work autonomously, in a team, with tight deadlines.
- Fluency in English. Knowledge of Italian will be an asset.

Interested qualified candidates are requested to submit their CV in English by **7th of July, 16:00** Tirana local time, at the following email addresses: info.promas@bujqesia.gov.al, utl.albania@esteri.it. Please insert "PROMAS - Procurement specialist" in the subject line of the email.

Only shortlisted candidates will be contacted for an interview.