

## **Terms of Reference- Procurement Officer**

### **Qualification and Experience**

A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of proficiency not below than the NVQ level 7 issued by a technical/vocational training institute accepted by tertiary and vocational education commission for a post related to a technical field and minimum 2 years' experience in the required area of specialization.

Having obtained a certificate of proficiency not below than the NVQ level 6 issued by a technical/vocational training institute accepted by tertiary and vocational education commission for a post related to a technical field and minimum 5 years' experience in the required area of specialization

Having obtained a certificate of proficiency not below than the NVQ level 5 issued by a technical/vocational training institute accepted by tertiary and vocational education commission for a post related to a technical field and minimum 10 years' experience in the required area of specialization

### **Terms of Reference**

- Support the Project Director and the Procurement Specialist (PMU) in all procurement and contract management matters
- Strengthen capacity of PMU staff in all procurement and contract management matters, ensuring that they have a sound understanding of the AIIB systems and good practices;
- Prepare bid documents for goods, civil works and services, and implementation of the procurement process according to the AIIB guidelines,
- Ensure the procurement performance monitoring system
- Ensure that procurement procedures are in line with systems/procedures as suggested by the Project Director.
- Monitor and report compliance with required procurement and contract management systems including any improvements to them;
- Assist the Ministry, PMU and Procurement Specialist in the preparation of tender documents and review tender documents for correctness and compliance with applicable documentation requirements which includes documentation required for the AIIB No Objection Letter Policy;
- Provide necessary support in developing procurement strategies
- Ensure any areas of non-compliance in procurement and contract management are detected through verification of claims and reported to the Project Director and provide recommendation for remedial action.
- Secretarial assistance to conduct the Technical Evaluation Committee and Project Procurement Committee meetings
- Adhere to the procurement plan and update when necessary
- Carry out any other procurement and contract management related activities in the program assigned by Deputy Project Director