



CALL FOR JOB APPLICATION

Country:	Somalia
Project:	Somalia Capacity Injection Project
Grant No:	P149971
Assignment Title:	Head of Procurement =
Type of Appointment:	Regular Civil Service Position
Type of Contract:	Performance Based Contract
Duty Station:	Beneficiary Office in Mogadishu
Expected Start Date:	January, 2018
Reference No.:	FGS/CIM/Civil Service Recruitment/2017

Under the Somali Compact of September 2013, the Federal Government of Somalia established a Government Flagship Programmed to build core public sector capacities. A World Bank Public Sector Capacity Injection Mechanism (CIM) supports this. The below beneficiary institutions are among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. Presidency and National Civil Service Commission of the federal government of Somalia invites applications from qualified candidates for the following positions;

Competent candidates will be selected according to the Capacity Injection Mechanism and

Note: this recruitment strongly supports women's engagement and will support working women through paid maternity leave, plus allowances to support 'secure accommodation', 'secure transport to and from work' and 'child care allowances

How to apply

login into our job portal at nsc.gov.so and click of vancies ,

Terms of Reference (ToR)

Job Title:	Head of Procurement Unit
Directorate/Department:	Procurement Unit/Directorate
Grade:	Stream A Level 3 Step 1
Assignment Location:	office of the National Civil Service Commission
Reports to:	Director General (DG)
Supervises:	Procurement Officers and Procurement Assistant.

Purpose of the Job:

The Capacity Injection Mechanism (CIM) is an FGS initiative to provide urgently needed skills, knowledge and expertise to recipient Ministries, Departments and Agencies (MDAs) in the Somali Civil Service. The Federal Government of Somalia is looking to recruit the Head of HRM for MDAs as part of a major civil service reform initiative to rebuild the Somalia civil service with competent and qualified senior and middle level management staff.

The aim of this position is to maintain and enhance the capacity of Entities by planning and forecasting, implementing, and evaluating procurement function to deliver the mandate of MDAs in support of Government's development policies and programmes. The Public Procurement, Concessions and Disposal of Assets Act (2015) establishes the procurement unit in Ministries, Districts and Agencies (Entities). Every Procuring Entity shall establish a Procurement Unit. The Accountable Officer shall determine the composition of the Procurement Unit, which shall be staffed with at least one (1) person trained and knowledgeable in procurement. The Procurement Unit shall operate under the supervision of the Procurement Committee.

The Head of Procurement Unit is responsible for (i) advising senior management of the Entity on all procurement, disposal and contract management procedures (b) implementation and performance of the procurement and disposal functions to support project activities c) managing the procurement related activities in the award of concessions. The Head of the Procurement Unit of the specific Concession Entity shall serve on ad hoc basis as the non-member secretary to the Inter-Ministerial Concessions Committee for the purposes of a specific Concession Entity work. d) for implementation of procurement activities and supported by procurement officers and procurement assistants in the procurement unit. The Head of Procurement Unit shall be responsible to manage and provide necessary guidance to the Procurement Unit in its function which includes the following:

Key Tasks/Duties:

Procurement Function

- Plans, organizes and co-ordinates the procurement of supplies, materials, equipment and services for the ministry
- Develops, implements and monitors a procurement plan for the Ministry
- Advise on the appropriate procurement methods to be used for procurement of goods and consultancy services under the project;

- Manages the procurement process and ensures all procurement activities comply with applicable laws, regulations, policies and procedures of the ministry of Finance, the Ministry and the National Procurement Authority.
- Manages operational procurement activities processing including: drafting procurement plans, Bidding Documents, adverts, Request for Quotations; procedures in issuing BDs, procedures in short listing suppliers for invitations for quotations, receipt of bids/quotations, opening of bids/quotations, evaluation of bids/quotations, preparation of evaluation reports and draft contract agreements...etc.
- Prepares Expressions of Interest, request for Proposals, Letters of Invitation, Request for Proposals and other tender documents.
- Participates and provides guidance to the evaluation process and the preparation of Bid/Proposal Evaluation Reports and Award Recommendations for procurements in compliance with national government laws, policies and regulations.
- Carries out pre-qualification exercises to establish and maintain a database of approved contractors.
- Establishes and implements a contractor performance management system to assess indicators such as capabilities and qualities
- Conducts bidders' meetings, provide clarification and prepares minutes on the bidding process as required
- Ensure that complete documentation is maintained on all procurement cases and coordinate and respond to procurement queries, disputes, and complaints; including the development of procurement database system. Establish a central procurement filing system, and ensure all related documents are included in the respective files.
- Participate and provide guidance during negotiations and contracting phase including supporting contract management teams and the necessary oversight and monitors contract progress and variations to take action to remedy slippages
- Monitors and reviews the execution of contracts to ensure compliance with stipulated terms and makes recommendations to ensure probity and proper performance by both parties
- Handles claims and disputes, claims against warranties and works towards the resolution of conflicts and problems arising out of cases of poor performance for non-compliance with contractual obligations within the terms and conditions of contracts
- Responsible for contract closure, including identifying best practices and lessons learned and performing contractor assessment from a contract management perspective
- Sets up procedures for timely request for funding and disbursement for authorized expenditure
- Forecasts procurement needs of the Programme by conferring with management and staff to ascertain their requirements
- Maintains a record of all supplies, equipment and services procured and disposed
- Plans and organizes the logistics associated with prompt delivery of supplies, materials, equipment and services to meet the need of the Programme
- Maintains inventory control and recommends procurement strategies
- Uses technical and financial information to inform on budget preparation, procurement strategies, priorities and timing

- Prepares reports and other documents as required on procurement matters and Undertakes a full risk analysis including mitigation measures for all contracts
- Performs any other related duties assigned by your supervisor/line manager

Disposal of Assets Function

- Manage the bidding/auction procedures for the disposal of unserviceable, obsolete, or surplus supplies and equipment under the guidance of the Board of survey and other concerned authority/committee.
- Manage the processes for the transfer to government departments or other public entities with or without financial adjustment where an asset may be usefully utilized by another procuring entity; the disposal of the asset shall be by formal transfer.
- Manage destruction, dumping, burying or such other form of disposal.

Concessions Management Function

- Prepare the Concession Procurement Plan
- Plan and administer concession up to but excluding evaluation and award of concession contracts
- Prepare concession bid documents in collaboration with technical experts
- Receive and safeguard bids received
- Conduct bid opening procedures in accordance with this Act
- Perform secretarial services for the Concession Entity
- Such other functions as may be conferred by the head of the entity in accordance with this Act

Deliverables:

The Head of Procurement Unit shall manage and ensure deliverables from the Procurement Unit which includes following:

- Approved Annual Procurement Plan for the Entity.
- Bidding documents customized by procurement method for categories of goods, works and services and a checklist for simplified procurement procedures on shopping, local competitive bidding procedures, selection of IC, selection of firms and procedures on negotiating contracts (SSS & DC);
- Evaluation reports prepared and submitted for procurement transactions;
- Contract documents prepared and signed;
- Contract Management Plans and Reports produced;
- Training plan for possible identified capacity building initiatives and the associated interventions as required and procurement training report including list of training modules and participants;
- Checklist on Procurement Appeal Management /Complaint Reviews;
- Procurement Data/Records Management System installed (electronic and manual systems);
- Quarterly Progress Reports;
- Staff attendance report
- Operational budget of the procurement unit

- Quarterly and Annual performance reports of HR Unit
- Annual staff appraisal reports

Head of Procurement Unit Management Skills:

- Strong analytical, quantitative , planning and organization skills, communication skills, Skills in preparing plans, proposals and reports, tender documents,

Qualifications and Experience

- Bachelors Degree in Social Sciences i.e., Supply Chain Management, Civil Engineering Project Management, Finance and Accounting or a related field. Possession of a Master's degree will be an added advantage.
- Certified Public Procurement Practitioner (CPP) progression by Somalia/ITC/ILO accreditation.
- Professional Qualifications progression in Supply Chain or Procurement or Logistics or PPP.
- Minimum of five(5) years experience in performing procurement duties.
- Or Any equivalent combination of training and experience

Skills and Competences:

- Strong analytical, quantitative , planning and organization skills
- Excellent communication skills
- Skills in preparing plans, proposals and reports
- Ability to be highly motivated and must be a results and detailed oriented individual
- Must be able to work as a member of a team or independently
- Ability to build and maintain effective working relationships
- Ability to develop innovative and practical solutions to technical problems
- Ability to handle multiple assignment simultaneously

Reporting Arrangements:

- The incumbent shall operate under the supervision of the i) procurement committee on all technical issues but will administratively report to the Director General of the Entity for procurement and disposal functions and ii) will work under the guidance of the Inter-Ministerial Concessions Committee for concessions management. The Head of the Procurement Unit of the specific Concession Entity shall serve as the non-member secretary to the Interministerial committee.