



## ORGANISATION OF EASTERN CARIBBEAN STATES

### VACANCY

### Procurement Specialist

The Secretariat of the Organisation of Eastern Caribbean States (OECS) is inviting applications from suitably qualified nationals from its Member States to fill the position of Procurement Specialist based at the Secretariat in Saint Lucia.

#### **KEY DUTIES**

Under the direction of Project Manager, Electronic Government for Regional Integration Project (EGRIP), the Procurement Specialist will be responsible for all procurement activities.

More specifically, the Procurement Specialist will be required to:

- I. Manage the procurement program for the Project from the inception up to contract completion, provide the needed technical support and guidance in all aspects of procurement in accordance with the Guidelines as described in the Project documents and Credit/Loan Agreements;
- II. Ensure quality, transparency, problem solving of procurement issues, and facilitate smooth and speedy implementation of the program;
- III. Update the procurement plans on a regular basis and implement the procurement plans for goods and consultants agreed with the Bank;
- IV. Work with the technical specialist to review and update the procurement schedules; and prepare documents required to facilitate project operations, including Requests for Expressions of Interest; Specific Procurement Notice, Terms of Reference, Requests For Proposals, Bidding Documents, Contracts and other related documents;
- V. Maintain Official project records and help in preparing the IFRs.
- VI. Maintain records of goods received, their quality and quantity, compliance with contract specifications and accounts for actual deliveries;
- VII. In coordination with the Project Manager, handle warranty and insurance claims;
- VIII. Maintain a proper filing system for all relevant procurement documents in the Project and prepare needed reports and documents for the World Bank review missions;
- IX. Serve as technical secretary to the EGRIP Regional Technical Committee;

- X. Develop and draft policies, procedures, strategies and procurement and work plans for the EGRIP Project;
- XI. Forecast resource requirements to support EGRIP and assist in managing resources allocated;
- XII. Ensure that goods and services are procured in accordance with approved procurement plans and verify deliverables against all approved contracts;
- XIII. Review existing contracts and other services and supply agreements and propose enhancements or alternative arrangements where appropriate;
- XIV. Review results of activities, efficiency and effectiveness of procurement and work plans and prepare evaluation reports;
- XV. Implement and report on vendor registration, policy and guidelines;
- XVI. Submit Timely Reports to participating OECS Member States and the World Bank as required, through the Project Manager and OECS Secretariat;
- XVII. Develop and deliver briefings and presentation materials, represent the REGU and OECS Secretariat at project meetings, and assist officials of participating countries and counterpart organisations in implementation of follow-up activities;
- XVIII. Perform other duties as assigned by the Project Manager (Head of REGU) and the OECS Secretariat.

### **QUALIFICATIONS AND EXPERIENCE**

The ideal candidate should have:

- Bachelor's degree in Information and Communications Technology (ICT), Business Administration, Public Administration, Commerce, Accounting, Engineering, Law or other related field.
- A minimum of five years of progressively responsible experience in procurement operations.
- At least three years direct experience working with donor-financed (preferably World Bank) projects.
- Ability to communicate effectively in written and oral formats and to prepare reports.

### **TERMS OF APPOINTMENT**

The position is available for two years in the first instance with the possibility of renewal. The salary is tax free. The successful applicant will also be eligible for membership in the Organisation's Group Health and Life Insurance. The Organisation will meet reasonable relocation expenses where applicable.

## **APPLICATION PROCEDURES**

Applications are to be submitted for the attention of:

Human Resource Officer,  
**Procurement Specialist**,  
OECS Secretariat, Morne Fortuné,  
P.O. Box 179, Castries, Saint Lucia  
E-mail: [oesec@oeecs.org](mailto:oesec@oeecs.org)

The deadline for application is **Friday, 14<sup>th</sup> August 2009**. Applications should include Curriculum Vitae stating nationality as well as the contact information of the present or most recent employer and that of two referees. Copies of relevant certificates should be submitted with applications.

***The Secretariat wishes to thank all applicants for their interest in the vacancy, however only those applications under consideration will be acknowledged.***