

JOB TITLE: Procurement Manager - Works

JOB GRADE: D5

REPORTS TO: Head of Procurement and Disposal Unit

DEPARTMENT: Procurement and Disposal Unit

DUTY STATION: Headquarters

Job Purpose:

Responsible for managing the Works procurements within the designated value thresholds and ensuring that the contract management function is well coordinated between the PDU and User departments. This role will involve researching new contracting and procurement strategies, and new contract management approaches for Works

Duties and Responsibilities include:

- Coordinate the contract management performance function for Works procurements and serve as the liaison between the user departments and the PDU.
- Manage the high value Works procurements within the defined procurement thresholds.
- Provide strategic advice to management on aspects of procurement planning aligned to the Fund's approved budget.
- Oversee, manage and supervise the negotiations processes for Works procurements
- Supervise the procurement specialists in the preparation process for Bills of Quantities and scope of work for Works contracts in close liaison with the user departments.
- Supervise the assigned procurement specialists in preparation of Terms of reference for consultancies that supplement the implementation of Works contracts
- Under the guidance and supervision of the Head of PDU, to provide strategic advice to management on aspects of procurement planning aligned to the Fund's approved budget.
- Make data-driven decisions regarding procurement processes and innovations aimed at increasing procurement efficiency.
- Manage and provide guidance to a team of procurement specialists in preparation of Works bidding documents and making final reviews of the same.
- Oversee and manage pre-bid meetings and lead a team of specialists to conduct site visits for projects to be procured.
- Supervise the Works procurement team in the issuance of bidding documents for Works.
- Propose, manage and implement modern and efficient procurement modalities and methodologies for procurement of Works.
- Manage the bid evaluations and due diligences processes for the Works Contracts
- Oversee preparation of contract documents for Works procurement
- Recommend procurement methods that are appropriate for the Works contracts.
- Manage prequalification of Works and develop shortlists of providers in accordance with the law
- Manage performance Rating of Works Contractors following an agreed criterion.

Education Requirements:

- Bachelor's degree in Civil engineering, Quantity Surveying, Building Economics or Equivalent
- Full membership with The Chartered Institute of Procurement and Supplies (MCIPS) is a must
- Must be a registered Civil Engineer or Registered Quantity Surveyor with respective professional Bodies
- Work Experience
- Minimum of 7 years of relevant experience in procurement and/ or contract management in either private or public sector with at least two (2) years at management level.
- Knowledge of procurement of Works and Consultancy Services in public sector procurement regulations, PPDA law and industry best practices.
- Excellent negotiation and communication skills, with a focus on fostering collaborative relationships with providers.

Key Competences:

- Commitment & Integrity
- Proactivity & Innovation
- Getting Work Done
- Relationship Building
- Communicating and Influencing
- Resilience & Resourcefulness
- Negotiation
- Customer Relationship management
- Stakeholder management
- Market Analysis
- Communication
- Thinking and Problem Analysis

Interested individuals should click the link below to fill the application form: <https://forms.office.com/e/VrDfVCfNEa> and also send copies of their application letter, curriculum vitae and academic qualifications, addressed to the Chief of People and Culture to recruitment@nssfug.org by Friday 01 August

Women are encouraged to apply.

Please note that canvassing or lobbying will lead to automatic disqualification of the candidate, and that providing minimal information or not attaching the required documentation may lead to the disposition of your candidature due to insufficient information provided.