

## Post Description

**Job Title: Procurement Specialist**

**Department: Central Operational Services Unit**

**Appointment: Term (2 years subject to extension)**

**Grade Level: GF**

**Station: Beijing, China**

### Duties and Accountabilities:

- Works independently on procurement matters in specific sectors in the performance of the Bank's fiduciary and service functions, seeking guidance on complex projects/issues from senior procurement staff.
- Working across sectors, is responsible for reviewing and handling the technical, commercial and legal aspects of procurement ( in consultation with Legal and Policy departments as necessary) at all stages of the project cycle, to include analysis of systematic and other procurement issues, procurement planning, design, implementation and management, and training.
- Provides operational advice to clients and Bank staff on concepts, policies and procedures for international and local procurement.
- Participates missions as sole procurement expert on large projects; assesses procurement implications of project design, evaluates institutional capacity of borrowers and develops suitable procurement plans.
- Participates in country procurement assessments, prepares background analysis, collaborates on developing appropriate public procurement legislation and practices and tailors instruments to meet specific client needs.
- Negotiates and resolves difficult procurement issues with Borrower agencies and handles questions/complaints from senior officials and contractors on bidding and award issues.
- Designs and conducts workshops for procurement professionals in the Bank borrower agencies on the Bank's philosophy and approach to procurement, the rationale of its policy framework, relevant procedures and processes, as well as on specialized procurement topics.
- Prepares a range of procurement-related documents and reports.
- Provides guidance and training to junior procurement staff.

### Selection Criteria:

- A professional Engineer, preferably with a Master's Degree in Engineering
- Minimum of 5 years of relevant work experience, preferably in Highway / Sewerage/Sewage Treatment / Engineering.
- Experience in World Bank financed projects and World Bank procurement procedures highly desirable.
- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.

- Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing.
- Fluency in written and spoken English is essential.