Job Description

Senior Procurement Specialist

Location: Islamabad
Duration: 3 Year Term
Unit: SARPS
Posting Date: February 20, 2011
Closing Date: March 12, 2011

Background/Description

NOTE: PLEASE NOTE THAT THIS IS A COUNTRY OFFICE POSITION IN PAKISTAN SUBJECT TO LOCAL RECRUITMENT UNDER THE PAKISTAN COMPENSATION PLAN. IF A STAFF MEMBER HOLDING AN HQ/INTERNATIONAL POSITION IS SELECTED INTO THIS POSITION, THEN THE STAFF MEMBER WOULD CONVERT TO A LOCAL APPOINTMENT (I.E., A LOCAL SALARY AND NO EXPATRIATE BENEFITS).

The South Asia Procurement Unit is seeking to recruit a Senior Procurement Specialist based in Islamabad for its Pakistan Program. The position requires an experienced procurement staff capable of managing complex technical matters, operational and policy issues, as well as issues related to governance and anti-corruption. The work also involves interaction with regional management, and senior counterparts across regions including Washington.

Procurement services in South Asia are provided by a Procurement Team (SARPS) that is part of the Operational Services department (SARSQ). SARSQ also includes the Financial Management Team, the Development Effectiveness Team, and the Safeguards Team. The Procurement Unit currently has offices and staff in 6 countries in South Asia: Afghanistan, Bangladesh, India, Nepal, Pakistan, and Sri-Lanka. The Bank’s Maldives and Bhutan programs are supported by our other offices. Each Procurement team is led by procurement Country Focal Point (CFP).

Note: If the selected candidate is a current Bank Group staff member with a Regular or Open-Ended appointment, s/he will retain his/her Regular or Open-Ended appointment. All others will be offered a 3 year renewable term appointment.

Duties and Accountabilities

Under the supervision the RPM, and in close collaboration with Task Teams and the county team, the Senior Procurement Specialist shall:
• Work on procurement tasks in all sectors for the Pakistan and portfolio, carrying out the Bank’s fiduciary functions; assuring the consistent delivery of the Bank’s fiduciary and advisory procurement functions assigned to the respective country procurement team(s).
• Be responsible for reviewing and handling the commercial, financial and legal aspects of Bank-financed procurement at all stages of the project cycle, in consultation with the Bank’s Legal Department, Financial Management specialists and operational policy units as required.
• Provide guidance to Borrowers and project teams on the procedures governing international and national competitive procurement.
• Play a leadership and advisory role to clients and colleagues in handling complex procurement tasks and issues, which frequently cut across sectors or work units.
• Participate as a member of mission teams in the development of new projects, project design, review of the Borrowers’ procurement plans and prior reviews bidding/request for proposal, bid/technical evaluation reports and contract documents during implementation and post review of contracts
• Participate and lead as appropriate in country procurement assessments, procurement reform, capacity building activities, use of country systems, governance and anti-corruption activities, and other strategic procurement tasks which are part of South Asia Region's fiduciary agenda and as such, may be assigned to the incumbent by the RPM.
• Coordinate and monitor referrals to the RPM and Operations Procurement Review Committee (OPRC), while providing feedback on the quality of the review and analysis of transactions and the recommendations for the mandatory review and clearance of the RPM and/or the OPRC.
• Prepare and monitor procurement work program and budget allocation for the country procurement team
• Mentor members of the country procurement team,
• Develop effective working relationship with internal and external clients.

Essential Specialized Skills/Knowledge/Competencies (staff is expected to be Fully Proficient or a Specialist in each item below)

• State of the art knowledge of the concepts, principles and practices which govern international procurement, the contracting of consultant services, technical specifications in design, engineering and construction of facilities, the development of public procurement policies, etc
• Ability to address broad procurement issues at sector/country level.
• Good understanding of critical linkages and relationships among clients' business drivers, business operations and objectives and procurement processes.
• Proven ability to conceptualize, design and implement major projects.
• Ability to promote client commitment to ensuring implementation and longer-term sustainability of projects/programs.

General Competencies
• Strong communication skills and persuasiveness in presenting, negotiating and resolving highly complex issues, both orally and in writing.
• Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
• Ability to operate effectively in a matrix management environment, both as a team leader and team member.
• Ability to build effective working relations with clients and colleagues

Selection Criteria

A Master’s Degree with a major in a relevant discipline (e.g., Engineering, Law, Procurement, Finance, Business or Commerce) and a minimum of 8 years of relevant experience including broad expertise in the management of public procurement in the public or private sector.

NOTE: THE WORLD BANK GROUP IS COMMITTED TO ACHIEVING DIVERSITY IN TERMS OF GENDER, NATIONALITY, CULTURE AND EDUCATIONAL BACKGROUND. INDIVIDUALS WITH DISABILITIES ARE EQUALLY ENCOURAGED TO APPLY. ALL APPLICATIONS WILL BE TREATED IN THE STRICTEST CONFIDENCE.

Individuals meeting the foregoing criteria may visit www.worldbank.org/jobs and choose Job #110285 for detailed job description and on-line submission of application. The last date for submission of applications is March 12, 2011.