



Procurement Specialist

COUNTRY: Belgrade, Serbia
NGO: Oxfam
DEPARTMENT: International Cooperation and Humanitarian Aid
POSITION: Procurement Specialist responsible for management of international and national tender processes
STARTING DATE: immediately
DURATION: up to 15th September 2018
DEADLINE FOR SUBMISSION: 18th June 2018

Interested candidates should send their **CV**, the details of **3** people who will serve as professional **references**, **letter of motivation**, before **18th June 2018** to selezioni@oxfam.it
Please specify: "Selection_Procurement Specialist_Serbia _Name_Surname"

DESCRIPTION

The scope of the EUTF Syria funded programme is to provide access to food in 15 governmental facilities in Serbia. Duration of the action is 16 months. Purpose of the position is to execute the procurement process (international tender) for food catering services for 15 asylum, transit and reception facilities for refugees and migrants in Serbia, in addition to national procurement for food for infants and drinking bottled water. The consultant will be responsible to ensure compliance with donor's and Oxfam's procurement policies and procedures. Under general direction and broadly defined policies and procedures, the Procurement Specialist will be responsible to facilitate agreement on functional specifications, finding suppliers, negotiating terms and contract.

MAIN RESPONSIBILITIES

The consultant will be responsible for the management of the full tender process for all products described from its' development until the adjudication of contracts to suppliers.

- Preparation of the full tender dossier for the execution of works, in order to procure a works contractor via local open tender procedure.
- Carry out a market assessment and work with key stakeholders to define business specification requirements.
- Supervise and ensure the timely launch of the tender
- Be the main point of contact with Oxfam's Procurement Support Unit.
- Execute Procurement process (international tender) for (1) food catering services for 15 asylum, transit and reception facilities for refugees and migrants in Serbia, and for the procurement of (2) food for infants, (3) drinking water.
- Demonstrate a proactive approach in meeting Food Consortium's expectations by creating operational agreements to manage expectations.
- Facilitate/Manage the sourcing and negotiation process through formal and informal Request for Quotes (RFQs) and/or Requests for Proposals (RFPs) and ensure adherence to policies, guidelines or standards from which Suppliers are selected.
- Ensure relevant master data such as supplier information, contracts information and item catalogue relating to food catering services for 15 asylum, transit and reception facilities for refugees and migrants in Serbia, as well as food for infants and water.

- Liaise with the legal firm for the negotiation of large contract agreements to ensure favourable commercial terms, risk mitigation and robust ongoing service level agreements are incorporated.
- Finalise contracts with suppliers.
- Develop supplier performance evaluation sheet

	Activities	Outputs	Estimated workload
C.1	Preparation of the tender dossier	<ul style="list-style-type: none"> - Tender dossier completed and approved by internal control - Publication of the tender on national and international media, on Oxfam and partners' website, on other specialized websites 	15 days
C.2	Launch of the tender and receipt of tenderer's offers	<ul style="list-style-type: none"> - Launch of tender (Tenderers will have 40 days to submit their offers) - Reception of offers 	5 days
C.3	Evaluation of bids, negotiation and award.	<ul style="list-style-type: none"> - Prepare the documentation and present it to the evaluation committee - Facilitate the work of the evaluation committee in opening of offers, within max 5 days after reception of bids. - Verification of all legal, admin and technical requirements and scoring of the offers - Communication to both selected and non-selected tenderers about committee's decision. 	15 days
C.4	Issuing of contract and start of operations	<ul style="list-style-type: none"> - Preparation of the contract - Negotiation of the contract and signature - Prepares the award notice and publish it after necessary approval 	5 days

QUALIFICATIONS

Essential

- Bachelor's degree or equivalent, University degree in business administration, operations, or procurement / supply chain (i.e. BA, BSc or B.Com degree).
- 5-7 years of high level procurement, sourcing leadership experience.
- Deep knowledge and previous experience with EU procurement/tender processes.
- Advanced knowledge of Excel, PowerPoint, Word and other tools.
- Working knowledge of current donor compliance regimes (EU).
- Advanced experience on contract negotiations and able to facilitate buy-in from key stakeholders.
- Proficiency with Procurement systems and sourcing tools/processes.
- Professional Knowledge of purchasing and strategic sourcing methods, procedures and specification preparation.
- Ability to write specifications, prepare tender documents, handle tender process and analyse tender results.
- Ability to understand and negotiate contracts.
- Ability to learn and interpret difficult and complex technical rules, regulations, and instructions.
- Native English speaker
- Demonstrated experience in team leadership.
- Previous experience in working in Serbia

Preferred

- Excellent planning/prioritization skills.

- Demonstrate strong contract negotiation skills starting with pre-negotiation preparation through to deal making processes.
- Contract writing and service level agreement development skills.
- Possess good empathy and active listening skills and able to build rapport to influence or persuade collective decision. Keen customer focus on internal/external.
- Advanced Knowledge of methods and techniques utilized in analysing the quality of goods, works and services.
- Ability to perform detailed work related to purchasing with judgement, accuracy, confidentiality and promptness.
- Ability to interact, influence and persuade with all organizational levels and demonstrate a professional presence.

SELECTION CRITERIA

CVs will be pre-selected according to their coherence with the required profile. Selected candidates will be called for interviews and selection tests. Interviews will take place in Belgrade. Travel costs on account of candidate. For candidates who are not in Serbia the interview will first be done through Skype.

We thank all those who sent their application, but we inform that only those pre-selected for an interview will be contacted.

To read more information about Oxfam Italy, visit our website www.oxfamitalia.it