

Terms of Reference:

Procurement Officer

(A) Main Purpose of the Job

The objective of the appointment is to effectively manage the procurement processes of works, goods and services required for the implementation of the Project in accordance with the **IFAD** and **GOG**'s established procurement procedures, laws and regulations.

(B) Characteristics of the Appointment:

Type of Appointment:	Individual
Duration:	1 year, renewable on the basis of performance.
Place of work:	Agriculture Sector Development Unit [ASDU], Ministry of Agriculture, Georgetown, Guyana.
Reporting:	The Procurement Officer will report directly to the Project Manager and work closely with the Procurement Officer of the ASDU.

(C) Qualifications:

The **Procurement Officer** should have:

- i. A Bachelor's Degree in Management Studies, Engineering or Procurement Management or other related field from a recognized university
- ii. Computer competence in software packages: Microsoft Word, Excel and Project Management
- iii. Familiarity with Donors, and in particular IFAD procedures, is desirable but not necessary
- iv. Knowledge of IFAD, GOG and other lending agencies procurement policies is desirable but not necessary
- v. Excellent written, oral and interpersonal skills

(D) Position Responsibilities

The **Procurement Officer** will:

- i. Plan, supervise and coordinate procurement activities of the Hinterland Project for goods and services.
- ii. Prepare and submit in a timely manner the annual procurement plans of the Hinterland Project in accordance with its Annual Operating Plans.
- iii. Examine relevant documents and liaise with suppliers to verify and develop specifications of purchase requests to determine the need for purchases.
- iv. Consult price lists and catalogs and communicate with possible suppliers to obtain information on prices and services available, quality and availability of products and compare data to determine the best suppliers.
- v. Advise the Project Manger and Regional Project Coordinator of inherent contractual rights and obligations and valuates contract performance for compliance.
- vi. Prepare and evaluate bidding documents and associated contracts, in accordance with the IFAD's, GOG's established procurement procedures, laws and regulations.
- vii. Draw up tender lists based on projected requirements and study bids, comparing prices and specifications.
- viii. Arrange for the Selection Committee to review tenders and prepare relevant paper work.
- ix. Complete and forward Purchase Orders or Contracts to Suppliers or Consultants; negotiate and follow-up as required with respect to delivery of goods and services.
- x. Maintain records and support documents that are necessary to account for all purchases and distribution of goods and services related to the implementation of the Project.
- xi. Arbitrate claims or complaints occurring during performance of Contracts.
- xii. Undertake any other duties and responsibilities that may, from time to time, be reasonably requested by the Project Manager of the Hinterland Project.

(E) Compensation Package

The contract will be for one-year duration but is subject to annual renewal. The compensation package is negotiable but cannot exceed specific scales currently in place for projects funded by IFAD.