



PEACE, PROSPERITY AND  
REGIONAL INTEGRATION

## VACANCY ANNOUNCEMENT

**Position Title:** Procurement Expert

**Reference:** 'EIFR - PE'

**Office:** ICPALD

**Job Category:** Professional

**Project Title: THE ENTREPRENEURSHIP AND INNOVATION DEVELOPMENT FOR FRAGILITY REDUCTION (EIFR) PROJECT – LETTER OF AGREEMENT**

### 1. Background

The Inter-Governmental Authority on Development (IGAD) has active seven Member States including Djibouti, Ethiopia, Kenya, Somalia, South Sudan, Sudan and Uganda. The IGAD Centre for Pastoral Areas and Livestock Development (ICPALD) was founded in July 2012 as an IGAD Specialized institution mandated to “promote and facilitate sustainable and equitable drylands and livestock development in the IGAD region”. To fulfill its mandate ICPALD provides a platform for regional cooperation and coordination in drylands and livestock development. ICPALD thrusts in the improvement of animal health, production and marketing, enhanced dryland agriculture and value added alternative livelihood products including rangeland products (RP) with the aim of bringing positive impacts on food and economic security, especially in rural pastoral populations.

Entrepreneurship and Innovation Development for Fragility Reduction (EIDFR) Project seeks to strengthen institutional capacity for entrepreneurship and innovation development and job creation in Djibouti, South Sudan and Sudan. The Project aims at bringing together learning institutions (at tertiary level), the private sector and the governments to: (i) strengthen E&I at institutional, national and regional levels; and

(ii) stimulate employment opportunities for youth by supporting and promoting the establishment of start-ups led by young entrepreneurs.

## **2. Description of the main components of the project**

The Project development objective is to strengthen institutional capacity for entrepreneurship and innovation development and job creation in Djibouti, South Sudan and Sudan. This will be achieved through two (2) specific objectives: (i) building institutional capabilities to foster entrepreneurship and innovation at institutional, national and regional levels; and (ii) stimulating employment opportunities for youth by supporting and promoting the establishment of start-ups led by young entrepreneurs with focus on livestock and agricultural products value chain. The objective of executing agency is to supervise and implement all activities pertaining to the project.

In this regard, the procurement capacity assessment conducted by the Bank during the appraisal has shown the need to recruit a procurement assistant to supervise the procurement activities of the project.

## **3. Objective of the Assignment**

The objective of the assignment is to increase the efficiency of the processing of procurement under IGAD CPALD Procurement Unit (PU) as well as to provide all the necessary support to the unit through the provision of a highly qualified and skilled procurement officer.

## **4. Scope of the Assignment**

The Procurement assistant (PA) will be required to perform the following:

- a) The PA daily administrative supervisor shall be the Project Coordinator.
- b) The PA will receive and process procurement documents of the project.
- c) The PA will prepare, update and monitor the Bank's Procurement plan
- d) Participate in supervision missions with a view to assisting the Project and the Bank to update the procurement plan and to address all outstanding procurement related issues.

- e) Contributes with input on project reports in relation with procurement matters,
- f) Prepare biddings documents, and submit procurement documents to the Project coordinator.
- g) Contributes to collect national data related to procurement activities/ matters.
- h) Draft standard routine correspondences relating to procurement activities.
- i) Monitor practical aspects by assisting the Project Coordinator and the project technical team to supervise the procurement activities carried out by the Project.
- j) Conduct a detailed desk review of all documents related to the selection process adopted by the Project with the aim of identifying deviations from the Bank's procurement rules and procedures as well as the Bank's procurement principles.
- k) Identify the risks and challenges associated with the identified deviations which are to be taken into consideration by the Project
- l) Provide advice and procurement training on Bank's Rules to the Project

## **5. Academic Background**

- At least a degree in Procurement and Supply Chain Management or a related field;
- Minimum 5 years of relevant professional experience in project procurement including three years in AfDB funded project
- Full understanding of the principles of project cycle and project implementation;
- Proven ability to interact competently with donor agencies on issues relating to procurement; Competence in the use of software applications (Word, Excel,); Capacity to communicate effectively (written and oral) in English.

## **6. Duration of the Assignment**

The assignment will be for a period of one year with possibility of annual renewal subject to performance and availability of fund no later than 31<sup>st</sup> December 2025.

## **7. Performance evaluation**

The Procurement officer will develop and agree an annual work plan with the Project Coordinator (PC) at the beginning of the year. The work of the PA will be reviewed by the PC.

## **9. How to Apply**

Interested candidates should send their applications in PDF format enclosed with a cover letter, Curriculum Vitae with description of similar assignments, experience in similar conditions, and availability of appropriate skills, academic documents, copy of passports/ ID cards biometric page, three reference persons including the last employer. The application should be sent by E-mail to the following addresses: E-mail address: [recruitment@igad.int](mailto:recruitment@igad.int) with subject line 'EIFR - PE' Closing date for application will be on **24<sup>th</sup> September 2023**. Due to the large number of applications we expect to receive; only successful candidates who meet the required experience & qualifications for this position will be contacted.

**IGAD is an equal opportunity employer. Female candidates are encouraged to apply.**