

Vacancies

Early Childhood Development Project (ECDP)

Reorganizing the importance of the role of Early Childhood Development (ECD) in achieving the country's long-term development goals, the government of Sri Lanka (GOSL) has decided to increase its support to the sector through the World Bank supported Early Childhood Development Project with the objective of enhancing equitable access to and improving the quality of ECD services across the country. The Project is organized under two components 1) expanding and strengthening the delivery of ECD services, and 2) project management and monitoring and evaluation.

The plantations component of project is seeking suitable qualified candidate for the following position.

Procurement Officer

Given the critical role of procurement implementation and management under the project, the MWCDPSPESIES is looking for a Procurement Officer who can coordinate with the Procurement Specialist under the project, provide support to procurement activities in PHDT and ensure quality assurance of deliverable as per implementing agreement, of the PHDT. Regarding the PHDT activities, the procurement Officer will ensure that the PHDT complies with World Bank's rules and regulations, in collaboration with the Procurement Specialist.

Duties and Responsibilities

- Assist Procurement Specialist, from MWCDPSPESIES to plan, manage and implement the overall procurement strategy for activities relating to PHDT. The procurement cycle including preparation and release of EOs, IFBs, TORs, Bid document, Evaluation of proposals, negotiations, awarding of contracts, review of deliverable etc, in accordance with applicable procurement guidelines, agreements and other related documents.
- In conjunction with the project teams, assist Procurement Specialist to organize and help manage bidder conferences in due time for procurement activities in PHDT. For bid evaluations organize and support evaluation committees (as appropriate, economize evaluation efforts by identifying standing members to serve on various evaluation committees under the project). Ensure proper documentation of committees deliberations and findings. Ensure timely approval of evaluation committees recommendations and of prospective contracts.
- Coordinate and manage tender processes.
- Prepare and submit periodic procurement progress reports through the Procurement Specialist for the World Bank's review.
- Assist Procurement Specialist in collaborating closely with other concerned agencies on procurement matters, especially on technical matters, such as preparation of specifications etc.
- Prepare advertisements, bidding documents, letters of invitation, evaluation reports, contracts relating to PHDT procurement activities for Procurement Specialist's review and clearance from the Bank (If required).
- Assist in initiating and completing internal approvals and contract signatures.
- Assist in preparing updates for procurement plan for the project and obtain via PMU (MWCDPSPESIES) the Bank's approval. Update the plan on, rolling basis throughout the project.
- Arrange and organize documents obtain timely objections for procurement documents.
- Identify various procurement methods/strategies and identify appropriate mythology form given procurement.
- Coordinate with Procurement Specialist and the other Project Teams to ensure achievement of all procurement objectives with the defined scope of the project.
- Maintain proper documentation of all prior and post review procurements.
- Address all matters associated with delivery of goods/services e.g. taxation, duties, clearance etc., working with the Financial Management Specialist.
- Monitor the progress with suppliers/consultants ensuring that all policies/procedures and requirements are fully complied with by them as per the terms of contract with the implementing Agencies.
- Communicate regularly with the management on the status of various procurement activities, obtain executive guidance and approval as and when required.
- Ensure quality assurance of procurement deliverables as per the action plan.
- Any other tasks assignment by the Procurement Specialist / Deputy Project Director-ECD Projects PHDT in coordination with the ECD Project Director.
- Familiarization with the WB STEP system and update the PHDT procurement plan as and when required.

Qualifications

1. Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or Having obtained a certificate of Proficiency not below than the NVQ Level 7 issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for Post related Procurement related field and at least 01 Year experience in required area of specialization.
2. Having obtained a Certificate of Proficiency not below than the NVQ Level 6 issued by a Technical Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a Post related Procurement related field, and at least 06 years' experience in the required area of specialization.
3. Having obtained a certificate of proficiency not below than the NVQ Level 5 issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a Post related Procurement related field, and at least 11 years' experience in the required area of specialization.
4. Age-Preferably below 50 years.

Remuneration will be on qualifications and experience. Appointment will be made on contract basis. Applications giving full bio-data with two non-related referees, indicating the position on the top left corner of the envelope should be sent within 10 days of date of this advertisement to the below address or email to: vacancies@phdt.lk

**Director General,
Plantation Human Development Trust,
No. 427/14, Robert Gunawardena Mawatha,
Battaramulla.
Web: www.phdt.org**