

National Recovery Program Bureau

Vacancy for Procurement Officer (repost)

1. Background

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten prepared a consolidated National Recovery and Resilience Plan (NRRP) that prioritizes immediate, short-, medium- and long-term needs for the recovery, reconstruction and resilience of Sint Maarten. This Plan includes estimates of the financial requirements, costs and investments that are necessary to build Sint Maarten back better.

Since January 2018, the World Bank has been assisting the Government of Sint Maarten in the establishment and implementation of a recovery and reconstruction program to implement the NRRP. A significant component of this program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten.

2. National Recovery Program Bureau

In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten developed an institutional structure for the implementation of Trust Fund financed projects. This structure is materialized in the National Recovery Program Bureau (NRPB) and serves as the Project Implementation Unit (PIU) for Trust Fund projects for which the Government of Sint Maarten enters into a Grant Agreement. As such, the NRPB represents the Government of Sint Maarten vis-a-vis the World Bank in the implementation of Trust Fund financed projects.

All NRPB activities relate to projects or preparations thereof, approved by the Trust Fund Steering Committee, which consists of representatives from Sint Maarten, The Netherlands and the World Bank.

In its capacity of PIU, NRPB works closely together with the line Ministries in the preparation, coordination, execution and evaluation of the Trust Fund projects. In addition, the NRPB will be responsible for all reporting and fiduciary responsibilities towards the World Bank.

3. Role of the *Procurement Officer*

The key objectives of this position are to carry out procurement observing applicable procurement procedures and to strengthen procurement capacity of institutions involved in the Project implementation.

The Procurement Officer (PO) will assist project management in the flow of procurement activities scheduled for the implementation of projects under the NRPB. The PO will ensure that procurement transactions are implemented following the World Bank's Procurement Regulations for IPF-Borrowers. He will as necessary work closely with the technical areas to help them understand the details of the procurement aspects of the project implementation.

The Procurement Officer will furthermore keep the procurement plan in his portfolio up to date. The PO will support Financial Management in updating the: a) quarterly Project Disbursement Report and b) Project Disbursement Plan.

4. Key Duties and Responsibilities

- Principal functions of the Procurement Officer will include the following:
- In cooperation with the technical areas, establish and maintain an information database on procurement services, technology services, suppliers of equipment, consultants, etc.;
- Maintain reporting procurement system, using the World Bank's online software STEP
- Carry out the procurement of goods, works and services conducted in accordance with the provisions of the World Bank Guidelines and Project Operations Manual;
- Prepare Contracts for Works, Consultants, Goods and Services;
- Update and maintain detailed annual Procurement Plan for the Project;
- Preparation and publication of procurement notices as applicable under various procurement methods;
- Preparation of bidding documents, request for proposals and other procurement documents with support from technical staff who provide comprehensive specifications, terms of reference, etc.;
- When necessary, develop lists of suppliers and contractors for shopping and short lists for consulting packages taking into account suppliers, contractors, consultants' experience and qualifications;
- Carryout of the bidding and selection process, including pre-bid or pre-proposal meetings, clarifications, bid openings, etc.;
- Administrative and procedural support in technical and commercial evaluation of bids and the preparation of Bid Evaluation Reports;
- Administrative and procedural support in evaluation of technical and financial proposals of consultants and preparation of technical and final evaluation reports;
- Prepare contracts;
- Lead contract negotiations;
- Facilitate general contract administration and monitoring;
- Verify payment documents under contracts for the supply of goods, works and services; and
- Organize contract closure procedures and final reporting;
- Any other task related to this function that will promote the long term effective and cohesive conclusion of the recovery program.

5. Contract arrangements

The start date of the contract will be November 2019 or soon thereafter. The contract duration will be 1 year with a probation period of 2 months. The successful candidate is expected to work full time within Philipsburg, Sint Maarten unless work requires for travel abroad.

The success of the *Procurement Officer* will be judged by the Director of the NRPB, based on set deliverables.

Remuneration for this function is in accordance with the remuneration policy for civil servants on Sint Maarten and falls in scale 12 (ranging from US \$ 3.852 – US \$ 5.456 gross per month). Scaling is done according to education and relevant experience. Candidates with extensive relevant experience may qualify for an additional 25% upon their gross salary.

Note that the selected candidate will be subjected to a screening process prior to contracting.

6. Qualification requirements

Minimum Requirements

- Proven experience in public procurement;
 - With a Master's degree, 2 years
 - With a Bachelor's degree, 3 years
 - With an Associate's degree, 5 years
- Advanced proficiency in English in speech and writing

Preferred Experience

- • Proven practical experience and skills in all aspects of international procurement of goods, works and consulting services and administration is an advantage;
- • Proven experience with public procurement policies of international agencies such as European Union or other multilateral development banks is a significant advantage;
- • Practical experience with grant management (procurement aspects) is a plus;

General Competencies

- Excellent writing skills;
- Strong ability to prioritize tasks and work in a dynamic office environment;
- Computer literate. Good knowledge of MS Office applications. Other software is an advantage;
- Knowledge of Dutch is an advantage;

7. How to Apply?

Interested consultants can send their CV by email ONLY to the email address stated below. Applicants should ensure that their CV is received before September 27, 2019, 12h00 AST. Any CV coming in after this date and time will not be considered.

In the subject line, clearly state the position you are applying for and send to:

National Recovery Program Bureau

procurement@nrpbsxm.org

The CV should clearly show the relevant experience and competences outlined in the terms of reference above.