

# National Recovery Program Bureau TERMS OF REFERENCE FOR PROCUREMENT OFFICER (Staff Role)

## Background

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten embarked on a large-scale recovery and reconstruction program, based on the principle of building back a more resilient Sint Maarten.

Since January 2018, the World Bank is assisting the Government of Sint Maarten in the establishment of this program. A significant component of this program will be financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten.

The Government of Sint Maarten and the World Bank have prepared 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.

## Role of the Procurement Officer

The Procurement Officer (PO) will assist project management in the flow of procurement activities scheduled for the implementation of projects under the NRPB. He/she will as necessary work closely with the technical teams to help them understand the details of the procurement aspects of the project implementation.

The Procurement Officer will furthermore ensure procurement plans for all portfolio projects are up to date. The PO will be responsible for undertaking procurement activities as directed by the Head of Procurement. He/she will work closely with the Project Managers and other support departments, as necessary.

## Key Duties and Responsibilities

Under the directions of the Head of Procurement, the Procurement Officer is expected to perform the following tasks:

- In cooperation with the technical teams, establish and maintain a service providers/suppliers database.
- Ensure compliance with procurement reporting requirements such as the World Bank's online software STEP and other NRPB IT systems.
- Guide project managers through the procurement cycle in line with requirements specific to each procurement activity.
- Assist Sr. Procurement officers in the preparation of bidding documents, request for proposals and other procurement documents with support from technical staff who

- provide comprehensive specifications, terms of reference, etc.
- Carry out the procurement of goods, works, non-consulting services, and consulting services in accordance with the applicable requirements such as provisions of the World Bank Procurement Regulations for IPF Borrowers and Project Operations Manuals; this includes also carrying out of the bidding and selection process, including pre-bid or pre-proposal meetings, clarifications, bid openings, etc.
- Administrative and procedural support in the 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 and amend contracts for goods, works, non- consulting services and consulting services.
- Update and maintain detailed annual Procurement Plan for the Project.
- Preparation and publication of procurement notices as applicable under various procurement methods.
- When necessary, develop lists of suppliers and contractors for direct selection and shortlists for consulting packages considering consultants' experience and qualifications.
- Lead contract negotiations.
- Assist the Head of Procurement with guiding and coordinating the tasks of the Procurement Support Team.
- Prepare and assist with establishment and implementation of institutional tools and systems such as Standard Operating Procedures, Templates, etc.
- Organize contract closure procedures and final reporting.

Any other tasks related to this function that will promote the strategy of the department, as requested by the Head of Procurement.

## Duration of the Assignment and Performance

The start date of the contract will be February 2025 or soon thereafter. The contract's duration will be up to 3 years, with a probation period of 3 months, renewable on an annual basis. The PO is expected to work full time – 8 hours/day within the NRPB Philipsburg's office in Sint Maarten unless work requires for travel abroad.

The performance of the PO will be appraised by the Head of the Procurement Department based on the timely implementation and execution of tasks and Strategic competencies' expectations described under the key responsibilities for the role.

Remuneration for this function is in accordance with the remuneration policy for civil servants on Sint Maarten and falls in scale 12 (ranging from NAF 6,934 – NAF 9,821 gross per month). Scaling is done according to education and relevant experience.

## Qualification requirements

### Minimum Requirements

- At least a bachelor's degree preferably in business administration, management, economics, engineering, law.
- At least 3-year experience in dealing with procurement related processes such as purchasing, evaluation of proposals, contract negotiations, especially in the Small Island Developing States context
- Strong analytical skills.

- Good negotiation skills.
- Advanced proficiency in English in speech and writing.
- Computer literate. Advanced knowledge of MS Office applications.

### **Preferred Experience**

- Proven practical experience and skills in all aspects of international procurement of goods, works, non-consulting services and consulting services and administration.
- Proven experience with public procurement policies of international agencies such as European Union or other multilateral development banks.
- Practical experience with grant management (procurement aspects).
- Proficiency in Dutch.

## Strategic Competencies – brief description

### Professional Acumen - *Intermediate Level*

- Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems.
- Determines the potential causes of the problem and works on certain scenarios.
- Sees opportunities and takes the initiative to act on them.
- Understands that responsible use of resources maximizes our impact on our beneficiaries.
- Open to change and flexible in a fast-paced environment.

### Looking at the bigger picture – Strategic outlook – *Intermediate Level*

- Employs systems thinking when considering strategic opportunities.
- Promotes an organizational perspective.
- Understands projects interdependencies and the need to integrate activities across projects/areas related to project planning, implementation and evaluation.

### Leading myself and the others – *Intermediate Level*

- Regularly provides constructive feedback and recognition to team members regarding job performance.
- Collaborates and supports the development of others.
- Shares own knowledge and best practices with others for the purpose of assisting in their ongoing development
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### Respect for diversity - *Intermediate level*

- Treats all individuals with respect.
- Responds sensitively to differences and encourages others to do the same.
- Show flexibility in changing the styles when faced with multiple dimensions of culture in order to be effective across cultural contexts.
- Understands multiple cultural frameworks, values, and norms.

### Successful Communication – *Intermediate level*

- Explains issues clearly and succinctly.
- Writes clearly and succinctly in standard communication settings and styles.
- Can clearly identify the subject and state the purpose of the communication.
- Communicates with impact as well as with empathy.
- Remains calm when dealing with conflicts; shows empathy.

### Relationship Building. Consultation and Collaboration – *Advanced level*

- Maintains effective communication.
- Shares ideas, issues, and opportunities with members of personal network.
- Attends and maintains relationships with relevant formal and informal professional groups and organizations.
- Demonstrates leadership in teams.
- Assigns and communicates roles, accountabilities and authorities to maximize team effectiveness.

### Courage and Integrity – *Intermediate level*

- Maintains general knowledge of ethics, laws, regulations, standards that may impact the organization.
- Reinforces difficult decisions that align with the organizational strategies and goals.
- Enforces policies consistently.
- Influences others to behave in an ethical manner.
- Takes immediate action regarding reports of unethical behaviors or conflict of interest.

### How to Apply?

Interested applicants can send their English CV by email **ONLY** to the email address stated below. Applicants should ensure that their CV is received before **January 6 at 17h00 AST**. Any CV coming in after this date and time may not be considered.

In the subject line, clearly state the position you are applying for. National Recovery Program Bureau [jobopportunity@nrpbsxm.org](mailto:jobopportunity@nrpbsxm.org)

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

When applying, please consider the following requirements:

- Upon selection for an interview, applicants will be requested to produce evidence of the educational and professional qualifications pertaining to the minimum requirements. References may be asked for.
- Applicants may also be subject to satisfactory background checks.