



Job Description : Procurement Officer

The Southern African Development Community Groundwater Management Institute (SADC-GMI) is a newly established regional center of excellence on groundwater hosted by the University of the Free State in Bloemfontein, South Africa on behalf of and under the strategic guidance of the SADC Secretariat, Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana.

The vision of the SADC-GMI is to ensure the equitable and sustainable use and protection of groundwater, as well as being a center of excellence in the areas of groundwater management and management of groundwater dependent ecosystems in the region. The role of the GMI will be to:

- Promote sustainable groundwater management and solutions to groundwater challenges in the SADC region through building capacity, providing training, advancing research, supporting infrastructure development, and enabling dialogue and exchange of groundwater information.
- Conduct and support SADC Member States in groundwater research, and serve as a focal interlocutor with national, regional and international groundwater initiatives.

SADC GMI is established as a not-for-profit company under South African law. For the coming 3 years the SADC-GMI will act as the implementing agency of the Sustainable Groundwater Management in SADC Member States Project funded by the World Bank (through the support of the Global Environment Facility and the Cooperation in International Waters in Africa trust fund). During this period the SADC-GMI is expected to secure long term funding to become a sustainable center of excellence and groundwater expertise in the region providing research, training and advice to public and private sector clients.

The SADC-GMI is guided and supervised by a Board of Directors with representatives of the SADC Secretariat, SADC Member States and the University of the Free State.

The SADC-GMI hereby invites applications from suitably qualified candidates to fill this new position of:

Procurement Officer

Duty Station

The position is based in the SADC-GMI office hosted within the Institute for Groundwater Studies at the University of the Free State in Bloemfontein, South Africa, with extensive travel to SADC Member States

The Position

The Procurement Officer will support the SADC-GMI staff on delivering activities and reporting on progress related to procurement routines; alongside providing operational support to the Sub-Grant Scheme. S/he will report directly to the Director of SADC-GMI.

Key Duties and Responsibilities

Key duties and responsibilities to be undertaken by the successful candidate will include the following:

1. Support the SADC-GMI as the reference point for all procurement related matters;
2. Lead in the administration and compliance with World Bank, SADC Secretariat and UFS procurement policies and regulations;

3. Ensure the operational alignment of procurement procedures within SADC-GMI and among implementing parties;
4. Serve as the SADC-GMI's key expert in the establishment and running of the *Sub-Grant Scheme* to support national level focal groups and pilot activities. The Sub-Grant Scheme will include the planning, priority setting, calls for proposals, review, selection and award, as well as monitoring of results, financial management and compliance with the Sub-Grant Agreements. A *Sub-Grants Manual*, acceptable to the World Bank prior will be in place and the successful candidate will spearhead its implementation;
5. Identify opportunities and advise SADC Member States on securing funding for infrastructure development from domestic budgets, as well as bilateral and international cooperating partners through dissemination of announcement of funding opportunities and tailored information on the economic contribution of groundwater management as advocacy for greater national budget allocations and other funding resources;
6. Support implementation of all SADC-GMI activities through procurements and monitoring the provision of:
 - i) Consultant services and technical assistance;
 - ii) Goods, equipment and non-consultant services;
 - iii) Works;
 - iv) Training and capacity building;
 - v) Small sub-grants; and
 - vi) Audits
7. Participate in realising SADC-GMI's strategic responsibilities for *building partnerships, networks and joint activities* with international and SADC based organisations and governments, as well as SADC GMI's collaboration with national level focal groups and networks through, among other tasks, performing necessary *fiduciary due diligence, reporting and audits* necessary for administration of the sub-grant scheme;
8. Support the SADC-GMI's Director in the preparation of the work plan and budget, monitor its implementation and produce monthly, quarterly, half-yearly and yearly reports;
9. Carry out additional tasks as will from time to time be assigned by the Director of SADC-GMI and the Board

Selection Criteria

The ideal profile of the successful candidate will be based on the following competencies:

- Proven proficiency in the procurement of works, goods and services in an international context as foreseen under SADC-GMI;
- Demonstrated experience in the setting up and/or administration of sub-grant schemes relevant to international funding agencies such as the World Bank and ability to perform necessary fiduciary due diligence, reporting and audits;
- Ability to interact effectively with and represent the organization to a wide range of clients and stake holders in multiple organizations and cultures;
- Knowledge of legal frameworks and operating environment pertaining to regional integration in the SADC region is an asset;
- Strong project management skills, including ability to provide strategic guidance, technical oversight, prepare work plans, and manage budgets and project expenditures;
- Excellent inter-personnel, team working, flexibility and consensus building skills, with the ability to foster a strong team environment;
- Proven negotiation, multi-cultural, and inter-personnel skills, with experience and ability to network with Ministry level-partners, donors, private sector, national and international NGOs and local community-based organizations;
- Excellent written, analytical, presentation and reporting skills;
- Advanced computer skills in MS Word, Excel and PowerPoint is mandatory and ability to use project management and procurement software applications is desirable
- Must be organized, able to keep records and make decisions;

- Problem solving skills and ability to work independently in a high-pressure environment;
- Ability and willingness to travel extensively regionally;
- Self-motivated, versatile and ability to motivate diverse teams;

Required Qualifications and Experience:

Ideal candidates for this position should have the following qualifications and experience:

- At least a post-graduate degree in procurement, project management or related disciplines with core qualifications in procurement,
- At least 10 years of working experience in similar roles involving the administration of procurements in the relevant technical fields;
- Excellent knowledge of English (writing, reading and speaking);
- Fluency in SADC Languages (French, or Portuguese) is desirable;

Additional Considerations

- Applicants must be nationals of one of the SADC Member States;
- Applications received after the closing date will not be considered;
- Only those candidates that are short-listed for interviews will be notified. If you do not hear from us one month after the closing date then you may consider your application as not having been successful on this occasion;
- Qualified female candidates are strongly encouraged to apply;
- SADC-GMI reserves the right to appoint a candidate with the nearest fit to the ideal profile advertised or not to appoint anyone to the post;
- A competitive package commensurate with the level of qualification and experience, similar to comparable positions in regional institutions will be offered to the successful candidate;
- The successful candidate will be hired on an initial 2 year contract of employment from the date of engagement, with an initial three months' probation period. The contract may be extended for up to another 1 year or more subject to good performance and availability of funding