

PROCUREMENT SPECIALIST

Reports to: Procurement Director

Roles and Responsibilities

- Under the supervision of the Procurement Director (PD), manage and oversee all procurement operations and the performance of the Procurement Agent (PA) for the assigned procurement portfolio.
- Ensure that all procurement transactions for assigned procurement portfolio are implemented in accordance with the MCC Program Procurement Guidelines (PPG) and the Procurement Operations Manual (POM). Monitor compliance by the PA with all the rules and procedures of the MCC PPG and the POM.
- Provide procurement support during project preparation and project implementation (including prior and post reviews of all procurement documents and decisions).
- Serve as the primary liaison between MCA-Morocco staff and the PA on all procurement activities within assigned procurement portfolio, ensuring correct and transparent application of procurement guidelines.
- In coordination with the Project Directors and Managers, translate program requirements into actionable procurement packages and requisition their products (goods) or services with respect to evaluating bids, proposals, and qualifications; as well as the preparation of all technical evaluation reports, combined technical and financial reports, minutes of negotiations, draft contracts, and proposed addenda in close collaboration with the PA.
- Assist the PD in collaborating with the PA, Project Directors, Project Managers, the CFO, and Legal Counsel to develop and apply fraud and corruption awareness and anti-fraud and corruption measures, with emphasis on the procurement and contract execution processes.
- Facilitate the preparation and submission to the PA of necessary procurement documents by the technical staff of MCA-Morocco. Review the solicitation documents, Procurement Plans, and all other required documents prepared by the PA and recommend any necessary changes or improvements to ensure they comply with the MCC Program Procurement Guidelines and they meet the procurement needs of MCA-Morocco.
- Assist Project Directors and Managers, and Legal Counsel in interpreting and applying various contractual provisions, in particular with respect to claims from contractors for time extensions or extra payments, and in general with respect to the contractors' conformance and compliance with contractual obligations.
- In coordination with Project Directors and Managers, assist the PD in managing the contract amendment/modification process.
- Consolidate and keep records of all procurement activity including contract closeout in collaborating with the PA; report on the progress of this activity.
- Assist the PD in carrying out the functions of MCA-Morocco procurement office, acting on behalf of the PD in his/her absence, and carrying out duties as delegated and assigned by the PD.

Qualifications and Experience

- Bachelor degree in business administration, public administration, finance, law, engineering, economics, or related field.
- Five (5) or more years of professional experience developing and administering procurements in systems applying international standards. Experience working with or for international financial institutions or foreign assistance organizations such as the World Bank, the Millennium Challenge Corporation, the African Development Bank or the European Union is preferred.
- Demonstrated ability to coordinate and collaborate with numerous distinct domestic and international stakeholders and counterparts in overseeing, prioritizing, monitoring, ensuring quality, and reporting on procurement activities.
- Familiarity and experience with international donor institutions' procurement guidelines and procedures, particularly those of The World Bank. Additional familiarity and/or experience with procurement guidelines and procedures of US Government will be an advantage.
- Familiarity with works procurements preferred.
- Strong computer skills with Microsoft Office applications (Word, Excel, PowerPoint, Project).
- Superior organizational and time-management skills.
- Responsible and flexible attitude and capable of working with minimal supervision.
- Must demonstrate history of delivering high quality projects on time and within budget.
- Excellent written and verbal communication skills in French, with working knowledge of English.