TERMS OF REFERENCE

Procurement Officer

Duty Station: Mogadishu, Somalia
Position Title: Procurement Officer – Dan Guud Project
Classification: Consultant for the Benadir Administration
Duration: 6-month, with possibility of extension
Salary: $800 USD per month

The overall objective of the Dan Guud Project is to promote stability in Mogadishu through targeted interventions that foster good governance, safety and economic recovery.

General Functions

Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the Deputy Mayor, and under direct supervision by the while under the direct supervision of the Grants Manager, the procurement Officer will be responsible for carrying out all aspects of procurement and logistics of Dan Guud project activities in accordance with donor’s regulations, rules and procedures.

In particular, s/he will:

1. Responsible for organizing and/or tracking the local procurement of goods and services/labour made in the field by Dan Guud Unit for grant specific projects. Coordinate local procurement with Nairobi procurement units.
2. Track and monitor local procurement of goods and services/labour, made by selected contractors or grant specific projects.
3. Ensure that the hand-over documents of items procured by the Dan Guud Project selected community implementing organizations are well documented.
4. Ensure an accurate and well-managed Assets Inventory record for the Project, in coordination with Nairobi Procurement unit.
5. Coordinate, plan and oversee operation of Dan Guud Project field-based vehicles and all transportation needs of the Dan Guud Project, coordinating with Nairobi procurement on a regular basis.
6. Ensure preventive maintenance of all Dan Guud Project vehicles and validity of licenses and insurance cover at all times.
7. Ensure proper running and maintenance of all Dan Guud Project office equipment.
8. Ensure that all procurement made in the field is properly documented; copies of vouchers for payments and other supportive documents should be accurately filed and originals sent to Nairobi procurement and Grants Unit.
9. Analyze and advise, for new grant projects to be implemented, how to streamline local procurement.
10. On a monthly basis, maintain and update a list detailing the costs of most common items procured in the locations where the Project is operating.
11. Perform any other duties as may be assigned.

Desirable qualifications (education, experience and competencies)

1. A Higher Diploma in Procurement or an equivalent combination of training and experience.
2. Minimum four (4) years relevant experience in a similar position, with specific focus on local/international procurement, clearing & forwarding, VAT, Government of Kenya/Somalia laws and regulations, fleet management, insurance and inventory/stock/supplies management, development and control.
3. Previous experience with UN, international or local NGOs is required.
4. Ability to establish and maintain effective working relationships with senior government personnel, colleagues, donor partners, private sector, and other actors that may be involved in the overall implementation of the project.
5. Ability to maintain integrity in performing assigned responsibilities.
6. Ability to pay close attention to detail and work with minimal supervision under tight deadlines.
7. Ability to work effectively and harmoniously within a multicultural team.
8. Functional competencies required: effective communicator, successful negotiator, creative analytical thinker, active learner, team player and cross cultural facilitator.
9. Working knowledge of MS Office and Internet applications, Microsoft Outlook, Access and PowerPoint.
10. Fluency in English, Knowledge of Somali is required.

**How to apply:**

*Interested candidates must send a CV/resume to* [danguud.benadir@gmail.com](mailto:danguud.benadir@gmail.com).

*Write “Procurement Officer” in the SUBJECT LINE.*

*ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.*

**Closing date: November 04, 2011**