



IGAD Climate Prediction & Application Centre
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TERMS OF REFERENCE FOR ASSISTANT PROCUREMENT OFFICER

1. Background

The IGAD Climate Prediction and Applications Centre (ICPAC) is a specialized Institution of the Inter-Governmental Authority on Development (IGAD). The mission of ICPAC is to foster climate services and knowledge to enhance community resilience for prosperity in the Greater Horn of Africa. Hydro-meteorological hazards account for over 90% of disasters of natural origin in Eastern Africa region, impacting most socio-economic sectors and nearly every country. These hazards have several unique characteristics, including being recurrent and trans-boundary in nature; hence regional impacts. They are caused or aggravated by climate and therefore are highly sensitive to climate variability and change. The Satellite and Weather Information for Disaster Resilience in Eastern Africa (SAWIDREA) Eastern Africa project component has been prepared with a regional wide coverage to provide the National Meteorological and Hydrological Services with relevant data and numerical prediction capability to facilitate provision of severe weather early warning in order to meet the needs of Disaster Risk Management. It will contribute to improved livelihood in the region through reduction of risks related to severe weather in building resilience and adaptation capacity of the communities. It is funded by African Development Bank within the framework of Climdev-Africa Special Fund (CDSF).

2. The objectives of the project

- i. To enhance NWP regional capacities including assimilation of high resolution satellite data;
- ii. To enhance capacities of the NMHS in the Horn of Africa to receive NWP model or to run national-scale NWP model in order to raise relevant warnings of extreme weather events to their respective DRM agencies;
- iii. Demonstration on the use of severe weather forecasts in risk management (e.g., flood prevention) and expand the use of lesson learned on all the territories through NMHS.
- iv. Support to the Regional Climate Outlook Forum for integrating DRM aspects.

3. Duties and Responsibilities

The Duties and Responsibilities of Project Procurement Assistant include:
Assist in drawing, monitor and review Procurement plans for the project;
Design the most appropriate modalities for the procurement of works, goods and services in accordance with the AfDB Procurement rules and procedures;
Assist in sourcing of goods and services, preparing tender documents (ITB, ITQ, and RFP);
Advise the Project Tender Committee on issue related to procurement procedures for goods, works and services;
Prepare minutes of the Project Tender Committee reports;
Monitoring and appraising suppliers to ensure compliance to specifications and deliver schedules;
Assist in drawing contracts and take Custody of all service and goods contracts;
Prepare monthly Procurement management reports.

4. Minimum Qualifications and Experience

- A Degree in procurement or Commerce;
- At least two years working experience in an inter-Governmental Organisation, Development Agencies or other international organizations.

5. Competencies

- Proven working experience and knowledge of multilateral donors like AfDB and World Bank Procedures is essential.
- Proven excellent computer skills especially in MS Excel, Power Point and MS Project.
- Fluency in reading, writing and speaking in English
- Knowledge of French is an added advantage

6. Language Skills

Proficiency in English Language is required, and French language skill is an asset

7 Functional Responsibility

Though the Assistant Procurement Officer reports to the Project Team Leader, the Assistant Procurement Officer will work closely with Finance and Accounting Officer at ICPAC who handles overall financial management.

8. Duration

The duration of the assignment will be two (2) years with possibility of renewal.

8. Remuneration

A lump sum amounting to Euro 2226 per month without any other benefits.

10. Work Station

ICPAC in Nairobi, Kenya. Missions to IGAD member states might be necessary.

Applications in the form of a Motivation letter, detailed CV with at least 3 references should be sent to the ICPAC Director (director@icpac.net) by close of Business 30 September 2017.

Only shortlisted candidates will be contacted.

Dr Guleid Artan
DIRECTOR