

## **Job description**

### **MCA-Moldova**

#### **Procurement Officer**

The Government of Moldova has established the Millennium Challenge Accountant Moldova (MCA-Moldova), a public institution under Moldovan law, in charge of oversight, management and implementation of “Compact” program. “Compact” is a program financed by the United States of America, through the Millennium Challenge Corporation (MCC), a United States government corporation. Through this program, MCC works with eligible countries, including the Republic of Moldova, to help to reduce poverty through economic growth.

#### ***Background of the Procurement Arrangements***

In order to perform Program procurement activities, MCA-Moldova, has contracted a Procurement Agent professional services by a firm. The Procurement Agent shall diligently oversee, discharge and perform all services necessary to achieve the optimum value for the monies expended by MCA-Moldova, while ensuring that all procurement transactions are conducted in compliance with the principles, rules and procedures set out as in the funding agreements.

As well, the State Road Administration (“SRA”) has been contracted to provide procurement agent service to MCA-Moldova for certain activities.

#### **Bid Challenge System (BCS)**

Two levels of review Bid Challenge System has been adopted by MCA-Moldova and shall be constantly in place to provide bidders or potential bidders who believe they have been damaged by a violation of the procurement principles or procedures by the MCA-Moldova the ability to seek review of the procurement process.

In order to become fully operational, MCA-Moldova is recruiting the personnel, comprised of specialists in a variety of fields, to professionally manage implementation of the program.

Experienced candidates are sought for the position of Procurement Officer, a position that reports to the MCA-Moldova Executive Director and Procurement Director.

#### ***Position Duties***

The Procurement Officer will be in charge of assisting Procurement Director in managing of the flow of procurement activity to implement the MCA-Moldova Program: coordination the functions performed by the Procurement Agents, MCA-Moldova and any individual or entity who has or manages a procurement contract, ensuring that all procurement transactions are implemented in accordance with MCC Program Procurement Guidelines, consolidating and keeping records of all procurement activity and reports on progress of this activity.

The Procurement Officer works under the supervision of the MCA-Moldova Executive Director and the Procurement Director.

#### ***Description of tasks***

- Assisting in provision of required inputs for all relevant periodic MCA-Moldova Plans (inter alia, Work Plans for Program Administration and Program Implementation, Detailed Financial Plan, Procurement Plan, Fiscal Accountability Plan and Audit Plan) as required by the MCA-Moldova Steering Committee, Executive Committee and MCC.
- Provide required inputs for developing all relevant MCA-Moldova Reports relating to procurement, as required by the MCA-Moldova Steering Committee, Executive Committee and MCC.
- Assist in reviewing the Solicitation Documents, including Technical and Financial Evaluation Reports, Procurement Plans, Procurement Implementation Plans, and all other required documents prepared by the Procurement Agent and recommend any necessary changes or improvements to ensure they comply with the MCC Program Procurement Guidelines and that they respond to the needs of MCA-Moldova.
- Assist in drafting submittal memo to the MCA-Moldova Steering Committee, Executive Committee and MCC for approval of procurement decisions.
- Assist in drafting Procurement Performance Reports.
- Assist in reviewing the clarifications prepared by Procurement Agents to written queries and requests from respondents and addendums to the solicitation documents during the bid and proposal preparation period.
- Assist in guarding against conflicts of interest, real or in appearance, in the operation of the procurement activity.
- Maintain controls throughout the process for selection of the suppliers, contractors and consultants to ensure good faith, fair dealing and appropriate confidentiality by representatives of the Procurement Agents and others who are officially involved in the procurement activity.
- Protect the procurement activity from fraud, waste and abuse.
- Assist in providing by MCA-Moldova prompt and fair response to bid challenges about the procurement activity. Assist in conducting the meetings of the first level body of review of the Bid Challenge System.
- Support the Executive Director, Deputy Executive Director, Procurement Director and MCA-Moldova staff in maintaining the integrity of the procurement process.
- Facilitate the preparation and submission to the Procurement Agents of necessary documents by the technical staff of MCA-Moldova and the Project Teams.
- Participate, as needed, in preparing for and carrying out contract negotiations with the firms awarded contracts for the supply of goods, provision of consulting services or performing works for Program. Support putting in place by MCA-Moldova, before conducting procurement for goods, works or services, a proper system for acceptance of goods, works or services as appropriate and reasonable.

- Assist MCA-Moldova staff on aspects of contract management and administration. Maintain close communication and coordination with Procurement Agents to ensure a timely and effective exchange of information to assure efficient, transparent and timely procurement processes. Support resolution of contract disputes. Support administration of actions by MCA-Moldova to suspend and terminate contracts.
- Assist MCA-Moldova staff in developing and implementation by MCA-Moldova of a proper system for oversight and review to address the quality of the performance of services and acceptance of deliverables; quality assurance, project management and supervision during the performance of the works contracts; and, acceptance of works (and issuance of Taking-Over Certificate) or goods.
- Assist Procurement director in providing approvals for the procurement decisions as set out in the MCC Program Procurement Guidelines.
- In coordination with the Procurement Director, provide inputs into the selection of Technical Evaluation Panels according to MCA and MCC procedures.
- Review reports from Procurement Agents on procurement progress and provide opinion on how to keep the Program procurements on schedule.
- In coordination with the respective Project Director and Legal Advisor, participate in reviewing any claims from the consultants and contractors with respect to time extensions or extra payments and in general with respect to the consultants/contractors' conformance and compliance with his contractual obligations.
- Keep the appropriate contract files for the MCA-Moldova procurement activities.
- Assist in elaboration of the functional description of the procurement and contract administration module of the MCA's Management Information System (MIS) as well as online interface of such system.
- Assist with implementation, customizations and update of the MIS procurement and contract administration module.
- Upload to the MIS procurement and contract administration module the bidding and contractual documents and any other related information.
- Update with contracts administration information the MCA MIS contract administration module.
- Provide necessary input for keeping up to date the procurement page of MCA website, assist in posting GPNs, SPNs, approved procurement plans, bidding documents, clarifications, amendments and any other procurement-related information for the general public availability.
- Assist MCA staff in successful management of procurements for the administrative necessities of the entity.
- Perform other tasks and responsibilities related to the Program procurement activity as requested by the Executive Director or Procurement Director from time to time.

***Qualifications and Experience Required:***

A minimum of a graduate degree in business administration, public administration, finance, law, international development, information technology or related field.

Three (3) years of experience in developing and managing procurements in systems applying international standards.

Ability to coordinate with numerous distinct entities in overseeing and reporting on procurement activities;

Substantial experience in working with international financial institutions and other donor organizations;

Proven familiarity and/or experience with International Donor Institutions' procurement guidelines and procedures, particularly those of the World Bank;

Proven ability to negotiate large contracts in a national and international context;

Ability to generate and analyze standard and *ad hoc* procurement reports under time pressure;

Demonstrated ability to work collaboratively with domestic and international stakeholders and counterparts;

Experience in developing or keeping up-to-date the procurement and contract administration related MIS;

Superior organizational and time management skills;

Ability to manage multiple priorities/demands/interests under tight deadlines;

Demonstrated professionalism, good judgment and flexibility to work as necessary outside normal work hours to meet the deadlines and needs of the position;

Ability to work with multidisciplinary teams and institutions;

Responsible and flexible attitude and capacity to manage a variety of tasks with minimal supervision;

Excellent written and verbal communication skills in Romanian and English. Strong computer skills with functional working knowledge of Microsoft Office applications (Word, Excel, Power Point, Project);

***The candidate also must:***

- Be a citizen of the Republic of Moldova, or a resident of the Republic of Moldova holding an appropriate work permit.
- Be of outstanding character and integrity.
- Be free of all conflicts of interest and committed to protecting the integrity of the Program.

### **Instructions for Submission of Applications:**

To be considered, candidates must submit the following information using font size no smaller than 10pt:

- 1) **Cover letter** (maximum three pages) addressing candidate's ability to perform duties and responsibilities as stated in the position description above.
- 2) **Curriculum Vitae** (not to exceed five pages excluding publications, if applicable) stating the applicant's educational background including degree(s) obtained, professional experience in reverse chronological order, language proficiency, and any relevant professional titles or certifications.
- 3) **Professional references:** names and contact information (telephone number(s) and email address) of three professional references. Please clearly state the relationship of the professional reference to the candidate (e.g., supervisor, former colleague, other) and whether the reference would prefer to be contacted in English.
- 4) **Deadline for receipt** of the aforementioned information is *August 26, 2012 at 16:00* in Chisinau, Moldova. Complete application packages must be submitted expedited to either:  
**Mail to: Millennium Challenge Account Moldova**  
21, Nicolae Iorga str., Office 4  
Chisinau, Republic of Moldova  
tel: +373 22 852299  
**Email to: [office@mca.gov.md](mailto:office@mca.gov.md)**
- 5) **An email application should** specify the position name for which you are applying in the subject line of the email message. The application materials should be submitted as attachments in PDF format.
- 6) **The cover letter and curriculum vitae must be submitted in English.**
- 7) **If the applications are sent by mail,** the application package must be sent in an A4 envelope that is marked with a reference. This reference can include the name of the applicant or any other single reference chosen by the applicant. Applications submitted by fax will not be accepted.
- 8) **Short-listed candidates** will be contacted for face-to-face interviews that will take place in Chisinau. Questions and/or phone inquiries from applicants prior to formation of the short-list will not be accepted.
- 9) **MCA-Moldova reserves the right** to contact applicant's listed references and any other relevant references that may aid MCA-Moldova in evaluating the applicant's qualification and suitability for the position.