



Implemented by



Job code: PO/WB6

Position: Procurement Officer

Work base: RYCO Head Office, Tirana, Albania

Expected beginning of the contract: August 2021

Project duration: Three (3) years

Duration of the contract: 12 months, with the possibility of extension

Status in RYCO: Project Staff

Background:

RYCO has entered a multi-donor partnership jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The project contributes to the overall objective of increasing skills and knowledge of young people in the Western Balkans by enhancing education systems and promoting cooperation in the region through the specific objective of strengthening capacities of RYCO and establishing a regional school exchange scheme. For more detailed information, please click [here](#).

Job Description:

The Procurement Officer will work under the supervision of the Director of Operations and will be responsible for providing high quality procurement guidance, advice and support to internal stakeholders to implement the Procurement rules and procedures enabling the RYCO to deliver its goals within S2S Project as well as with other projects and donors. He/she will provide end to end procurement support on a range of complex procurement activities to deliver guidance and advice to staff to ensure procurement is routinely engaged at the earliest stages of planning and that goods and services are purchased. All duties performed by the Procurement Officer will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Support Director of Operations to lead the RYCO procurement process;
- Collaborate with RYCO staff for each procurement process to enable them to understand the provisions of RYCO procurement rules as well as regulations applicable to donor funded procurements.
- Partners with senior management ensuring they receive effective strategic procurement support and proactive advice, spanning the full lifecycle of all procurement activity;
- Coordinates procurement activities from end-to-end market engagement, supplier due-diligence, tender, contract negotiation, and award;
- Provides advice to contract owners to support the resolution of issues and any post-contract disputes working collaboratively and seeking appropriate legal guidance where required;
- Reviews ToRs, Expression of Interests and technical specifications in cooperation with RYCO staff;
- Review procurement notices and ensure wide dissemination of procurement opportunity;

- ❑ Support opening of Expression of Interests and the management of the proposal opening process and preparation of the minutes of the proposal opening;
- ❑ Preparation of standard bidding documents, with terms and conditions of the tender;
- ❑ Produces regular reports on supplier/contract performance against agreed measures, which both monitor progress and enable effective decision-making;
- ❑ Review standard contract documents for signature;
- ❑ Support preparation and maintenance of all case files for the assigned procurement
- ❑ Develops and maintains the procurement information, guidelines, templates, tools and reports
- ❑ Ensure transparency, competitiveness and integrity of the procurement process as required under RYCO procurement regulation;
- ❑ Any other duties as deemed necessary by the Director of Operations in line with the responsibilities for this role.

Requirements:

- ❑ Nationality of one of the WB 6 Contracting Parties;
- ❑ Minimum Bachelor's Degree in management, administration, economics, law, business or any other related fields;
- ❑ At least four (4) years of progressively responsible experience extensively related to procurement with public sector, international organizations, and/or NGOs or international donor funded projects;
- ❑ Ability to work with individuals and teams in completing tasks that are urgent, high priority and sensitive;
- ❑ Must have the ability to think analytically and strategically;
- ❑ Willingness and enthusiasm for working in an environment with many different stakeholders, with varying interests;
- ❑ Excellent computer skills in Microsoft Office tools (Word, Excel, Access, and PowerPoint) and Internet use;
- ❑ High level interpersonal and relationship-building skills;
- ❑ Ability to communicate and work effectively with persons of various cultures and religions;
- ❑ Outstanding ability to determine and review priorities, plan and meet deadlines;
- ❑ Ability and willingness to work in a high pressure environment;
- ❑ Understanding of WB 6 context (political, socio-economic, regional cooperation, etc.);
- ❑ Proficiency in English;
- ❑ Knowledge of one official WB6 language is a must, while knowledge of other additional languages in the WB6 is an asset.

Interested and qualified candidates need to enclose following documents to the application:

- [Application Form](#) (Please indicate in your Application Form the position you are applying for);
- CV ([Europass](#) CV format);
- Scanned copy of higher education degree;
- Scanned passport copy;
- Two written recommendation letter.

The Application Form, the recommendation letter and the Europass CV must be in English.

Additional documents may be required for shortlisted candidates.

Applications can be submitted by e-mail only.

Should you be interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to recruitment@rycowb.org no later than **7 July 2021**.

Only shortlisted candidates will be invited for an interview.

Equal Opportunities: RYCO is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.