

The “**Regional Challenge Fund**” (“**RCF**”) is an initiative undertaken by German KfW Development Bank (KfW) in the Western Balkan in supporting the vocational education and training (VET) in the Western Balkan Six Economies (WB6): Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia. It aims to strengthen the labour market relevance of vocational education and training by funding investments in equipment and infrastructure for training providers that engage in co-operative training activities with partnering enterprises.

The Fund Management Unit (“FMU”) is responsible for the implementation of the project. The FMU office is located in Podgorica, Montenegro.

We are currently looking for a **Procurement Expert (f/m/d)**.

### **General job description**

As member of the FMU the Procurement Expert is responsible for the continuous due implementation of the procurement function by ensuring the adoption of relevant procurement standards in terms of processes, regulations and tools. The Procurement Expert promotes cost-effective deals with the potential contractors, in a co-operation with the FMU management team and is involved on an ongoing basis in the execution of the procurement duties.

### **Duties and responsibilities**

- Participate to all phases of the procurement process, from market research to signing of contracts
- Prepare and maintain procurement plan and all other relevant documents including but not limited to procurement notices, tender dossiers (supply, service and works), clarifications, evaluation reports, contracts etc.
- Review and make sure that terms of reference, technical specifications, scopes of work are presented in required format to become an integral part of the tender dossier to be launched by the FMU in accordance with Bank’s procurement policies and rules (i.e. KfW)
- Prepare and organise publications of the procurement notices
- Organise and participate to the evaluations of bids including preparation and submission of the evaluation reports
- Prepare and issue contracts to successful tenderers and co-ordinate with the FMU procurement team a proper handover of contract management responsibilities
- Prepare letters and memoranda, maintaining adequate records on procurement issues, and to issue reports on procurement matters
- Provide assistance related to all procurement and contracting matters and procedures
- Undertake any other related tasks as requested by the FMU management team

### **Skills and experience**

- You have a university degree in at least one of the following fields of expertise: Law, Business or Public Administration, Economics, Finance, Civil Engineering, Architecture, or other related university studies
- You have minimum of 3 (three), but preferably 5 (five) years of relevant and proven experience in procurement practices, preferably related to infrastructure projects, in particular procurement of works contracts
- You have experience in preparing and managing procurement processes including drafting of the documents such as procurement notices, supply, services and works tender dossiers, clarifications, evaluation reports, contract dossiers, etc.
- You have solid understanding of public procurement principles including KfW/EU public procurement procedures and their application in a project financing context
- You have strong negotiation and communication skills
- You have excellent team player, proactive attitude, highly motivated, reliable and precise
- You have the ability to work under pressure, able to manage priorities in a changing environment



- In addition to Montenegrin language, you have excellent knowledge of English, both written and oral

Interested candidates should apply with their recent Curriculum Vitae in electronic format by email to the following address [hr@ipcgbh.com](mailto:hr@ipcgbh.com) with the subject "Procurement Expert RCF" by 20 February 2023 before midnight. Late submissions will not be considered.

Before applying, please make sure that you have read the requirements for the position and that you qualify.

**Applications from non-qualifying applicants will most likely be discarded by the recruiting team.**