

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 and we are currently looking for

Two Procurement Specialists (f/m/d)

General job description

As member of the FMU, the Procurement Specialists are 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 Specialists are based in one of the WB6 economies and are involved on an ongoing basis in the execution of all procurement-related duties. The position is a full-time position and involves regular travel to the project office in Montenegro.

Duties and responsibilities

- Participate in all phases of the procurement process, from market research to signing of contracts.
- Prepare and maintain procurement documents including but not limited to procurement notices, tender dossiers (supply, service and works), clarifications, evaluation reports, contracts etc.
- To 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).
- To prepare and organise publications of the procurement notices.
- To organise and participate in the evaluations of bids including preparation and submission of the evaluation reports.
- To prepare and issue contracts to successful bidders.
- To undertake any other related tasks as requested by the FMU management team.

Skills and experience

- 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.
- A minimum of 3 (three), but preferably 5 (five) years of relevant and proven experience in procurement for IFI-projects in the WB6 region.
- Experience in preparing and managing procurement processes including drafting of documents such as procurement notices, supply, services and works tender dossiers, clarifications, evaluation reports, contract dossiers, etc.
- Solid understanding of public procurement principles including KfW/Worldbank/EU public procurement procedures and their application in a project financing context.
- Strong negotiation and communication skills.
- Excellent team player, proactive attitude, highly motivated, reliable and precise.
- Ability to work under pressure, able to manage priorities in a changing environment.
- 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 with the subject “Procurement Specialist RCF” by 22 December 2024 before midnight. Late submissions will not be considered.