



INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE

IICA is the specialized agency of the Inter-American System for the promotion of agriculture and rural well-being. The Institute is currently executing a multi-year Inter-American Development Bank (IDB) funded agriculture project on behalf of the Government of Suriname (GoS) and is seeking applications from suitably qualified individuals for the position of:

PROCUREMENT CONTRACTS OFFICER

Objectives of the position

To assist the Project Executing Unit (PEU) in supervision and coordination of bids preparation and submission ensuring that all documents comply with IDB procurement rules and guidelines. To advice and guide the Ministry of Agriculture and other collaborating agencies on appropriate procurement processes for the efficient execution of the project activities in accordance with the project procurement plans.

Some Key Responsibilities

1. Reports to Procurement Specialist;
2. Conduct all procurement tasks including: preparing bidding documents, advertising specific procurement notices, prepare and issue request for proposals; evaluation of bids and proposals; negotiation of contracts; preparation of evaluation reports and contracts, and other required procurement administration procedures;
3. Collaborate with the Technical Coordinator for Irrigation and Drainage on the submission of construction plans, budgets and timelines;
4. Facilitate the reviewing and negotiating of the terms and conditions of contracts;
5. Facilitate and coordinate site meetings and support the monitoring of works in progress;
6. Working with third parties to ensure that everyone understands their roles and responsibilities;
7. Collaborate with the Finance Unit and Technical leads, to oversee that the invoices are aligned to deliverables and acceptance criteria of the contract;
8. Ensure that all procurement complies with the principles of transparency, proportionality, equal treatment and non-discrimination;
9. Assist the Procurement Specialist with the development and updating of Procurement Plans by preparing cost estimates, conducting relevant research and generate regular updates for the guidance of the project staff;
10. Assist the Procurement Specialist and Project Manager to supervise and administer all contracts and facilitate smooth and timely implementation of project activities, including monitoring of deliverables, warranties and insurances, site visits, verification of payment claims;
11. Assist in maintaining the IDB procurement management database, as well as all procurement documents and official project records, including an asset register, contracts register and suppliers' register;
12. Assist in preparing monthly, quarterly and annual reports relating to procurement activities

13. Any other related duties assigned by the Procurement Specialist and/or the Project Manager.

Qualifications & Competencies

14. At least a first degree in Business Administration, Project Management or a related field
15. A minimum of three (3) years' practical experience and knowledge of procurement procedures and policies of international lending institutions (such as the World Bank, Inter-American Development Bank, European Union)
16. Strong emphasis on accuracy and detail
17. Ability to handle multiple projects simultaneously to meet goals and deadlines
18. Good time management and organizational skills
19. Basic mathematical knowledge
20. Fluency in English and Dutch is required.
21. Experience in researching and analyzing trends and prices for services and goods.
22. Proficient in effectively using computers and software programs, such as Microsoft Office (Word, Excel, PowerPoint, Outlook) and social media technologies.

How to Apply

Interested candidates who meet the above-mentioned criteria should send their updated resumes and application letters to the IICA Suriname Representative, Dr. Curt D. Delice, at iica.sr@iica.int, latest by 1 October, 2021.

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