



Ministry of Digital Economy & Entrepreneurship
Terms of Reference
Youth Technology and Jobs Project
Project Management Unit

Job Opening: Procurement Officer

I. About the Youth, Technology, and Jobs (YTJ) Project

The Government of Jordan (GoJ) has received financing from the World Bank to implement the Youth, Technology, and Jobs (YTJ) project, which has become effective in April 2020. The YTJ project aims to improve digitally enabled income opportunities and expand digitized government services in Jordan. The project will build an impetus for private sector-led growth of the digital economy and make interventions to address specific constraints in the supply and demand sides of the digital economy. The project duration is five years. The Ministry of Digital Economy & Entrepreneurship (MoDEE) is the implementing agency of the YTJ project.

The objective of this TOR is to identify and hire a **Procurement Officer** for the project.

II. Responsibilities of the Procurement Officer

Under the general supervision of the Project Operations Manager, the Procurement Officer (PO) is responsible for the Main Duties and responsibilities;

- Managing the project procurement through implementing all policies and procedures related to procurement activities and ensuring the Bank procurement regulations are followed in all transactions.
- Participating in project technical committees or team meeting in order to ensure timely implementation progress with a focus on procurement -related activities.
- Support management of contracts including inspection, ensuring compliance with terms and conditions of contract, proactively addressing delays, trouble-shooting problems, assisting in contract amendments, and ensuring completion of the delivery works;
- Develop and update the project procurement plans and maintaining other well-defined tools to manage and track procurement activities including costs, timeline, status, .etc;
- Assisting the Bid Opening Committee as well as the Evaluation Committee to prepare evaluation reports as well as providing necessary assistance and tools for conducting evaluation processes.

- Ensure compliance of procurement activities with MoDEE and World Bank's rules, regulations, policies and strategies
- Coordinate closely with the Finance officer; and provide them with progress reports against procurement plans for the life of the project.
- Adopt the procedures and requirements of the World Bank's Systematic Tracking and Exchanges in Procurement (STEP) system.
- Implement proper monitoring system and control of procurement processes, including managing Expressions of Interest (EOI), Requests for Proposals (RFP), Request for Bids (RFB), and Requests for Quotations (RFQ), receipt and evaluation of quotations, bids or proposals, negotiation of certain conditions of contracts in full compliance with MoDEE and World Bank's rules and regulations.

Maintain a coherent filing system for archiving all approvals, contracts, contract amendments including all consultants' deliverables are properly filed and referenced.

- Perform any additional tasks requested by the Operations Manager.

III. Eligibility and Minimum Qualifications

- At least 3- 5 years' general experience in a similar position preferably in the public sector or with international donors and organizations;
- Experience in and thorough understanding of GoJ's procurement systems Experience working with government as well as major donors/ funding agencies (preferably including the World Bank)
- Solid knowledge and understanding of procurement processes, policies and systems.
- Strong interpersonal and relationship management skills.
- Self-motivated with a willingness to take initiative.
- Ability to handle multiple tasks, work under pressure, and within teams to achieve objectives.
- Strong critical thinking and problem-solving skills.
- Strong Communication and negotiation skills.
- Accurate and precise attention to detail.
- Demonstrated ability to work as a team member.
- Excellent planning/ organizational skills, and ability to support procurement activities of several procurement plans in parallel. Excellent written and verbal communication skills. Ability to interact and communicate effectively and diplomatically with government officials and donors;
- Excellent written and spoken communication skills in Arabic and English.
- Willingness to travel as needed.

IV. Education Requirements

University Degree in Accounting, Business Administration or another relevant field.

V. Duration of Assignment

The contract period is for one year, renewable up to 5 years. The Procurement Officer must diligently perform in a proper and efficient manner the duties set out within these TOR and any other task or

responsibilities that may arise in relation to the proper management and delivery of the project.

VI. Application

Only the most qualified and suitable candidates will be invited to interviews. Interested eligible individuals may submit their **cover letter** and **resume** via email to wb.jobs@modee.gov.jo

Please include the name of the position in the subject of the email.

Deadline: Kindly Submit before 11:59 PM on June 7, 2020