



Project Management Unit of the “Integrated Nutrient Pollution Control Project”

**TERMS OF REFERENCE**

**Procurement Specialist (PS/1 position)**

**1. General Description:**

- a. The Procurement Specialist is responsible for the completion of assigned procurement activities within the “Integrated Nutrient Pollution Control” Project.
- b. The Procurement Specialist is subordinated and reports to the Procurement Manager.

**2. Tasks and responsibilities:**

The Procurement Specialist has the following tasks and responsibilities:

- prepares the advertisement notices for the assigned procurement procedures or as requested by the Procurement Manager;
- takes part in the preparation and update of Procurement Plans;
- prepares the assigned documentations that are necessary for the procurement of works, goods, services and/or for other procurement projects, as applicable;
- prepares the assigned procurement contracts so that they can be signed by the Project Management Unit Director;
- prepares the assigned documents that are needed for procurement purposes, before and after contracts are signed, in cooperation with the other members of the implementation team, as applicable;
- makes sure that assigned works/goods/services are procured in accordance with the procurement procedures that are described in the Loan Agreement;
- takes part in the preparation of the World Bank’s regular procurement assessment missions;

- takes part in the preparation of the regular procurement reports that are requested by the World Bank, the Ministry of Waters and Forests, the cabinet of the Prime Minister, etc.;
- introduces the data that refers to procurement as part of the Project in World Bank's financial management system;
- performs other relevant procurement related duties as required by the Procurement Manager and/or Project Management Unit Director, provided that they do not contradict the conditions of the Loan Agreement and/or the Project Operational Manual.

**3. Working relations areas:**

- a. Hierarchical: Reports to the Procurement Manager;
- b. Functional relationships: with the other Project Management Unit members;
- c. Cooperation relationships:
  - with the World Bank Project Coordinator, as well as with World Bank procurement specialists;
  - with specialists from other projects that are funded by the World Bank in the field of procurement.
- d. Representation relationships: according to the mandate which is entrusted by the Project Management Unit Director.

**4. Minimum qualifications requested:**

- academic education, preferably in the following areas: public administration, business administration, economics, engineering, legal sciences or another relevant ancillary area;
- at least 5 years of working experience;
- sound knowledge of the procurement procedures as governed by the Romanian legislation, as well as proved knowledge of World Bank's procurement procedures; experience in working with World Bank is a plus;
- advanced PC skills and sound knowledge of the MS Office package: MS Word, Excel, Outlook, Power Point;

- good capacity to communicate with people from different backgrounds and positions, as well as with local and national authorities;
- excellent command of spoken/written/read English is a must.