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Project Fiduciary Management Unit –  
PFMU  
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**GOVERNMENT OF SIERRA LEONE**

**RELAUNCH VACANCY ANNOUNCEMENT FOR THE POST OF A  
PROCUREMENT OFFICER**  
**Issue date: 20<sup>th</sup> March 2024**

The Government of Sierra Leone through the Ministry of Finance has received grant financing from the International Development Association (IDA) of the World Bank for the implementation of an Accountable Governance for Basic Service Delivery Project (P172492). The estimated cost of the AG4BSD Project is US\$40.0 Million and will be implemented within 5 years period. The Government intends to use part of the proceeds of the AG4BSDP grant financing to engage the service of a suitably qualified and experienced Sierra Leonean to fill vacant positions within the project.

The AG4BSD Project Development Objective (PDO) is: “to improve resource management, transparency and accountability of government systems for enabling the delivery of local development projects and basic services”.

The Project comprises of the following four (4) components which will simultaneously tackle key identified challenges and underlying drivers at both local and central levels:

**Component 1: Systems and skills for local services delivery (central and local levels).**

This Component will focus on improving key systems at central and local level to support service delivery. It will strengthen planning, financial management and accountability systems within and between local and central government agencies, as well as provide capacity building support to core fiduciary staff at the local level.

**Component 2: Local Development Financing.**

The aim of this project component is to directly support Local Council financing. It will channel funding to rural district councils for small-scale capital investment through development grants and support improvements in the inter-governmental fiscal transfer system. It will also support the development of revenue mobilization strategies for LCs as part of a new Fiscal Decentralization Policy to be implemented alongside this project.

**Component 3: Integrated data platforms for monitoring and accountability.**

This project component will support the government’s proposed reforms to improve data management and reporting at local level through targeted support to LCs, as well as data on critical service delivery inputs in the priority sectors of education and health. It will build stronger local and national monitoring and data tracking systems; while also providing information that will support planning, management, and delivery of basic services and development grants by LCs. This project component will prioritize increasing community engagement and citizen awareness of the data platforms supported.

**Component 4: Project management and implementation support.**

This component will cover the costs of managing the AG4BSD project as well as the specific activities for project monitoring and evaluation (M&E), communication, and outreach. It will provide project management support to the Ministry of Finance for project implementation, including supporting collaboration with other central and local agencies participating in the project.

## **Procurement Officer**

The Procurement Officer shall carry out the following activities:

- In consultation with the Procurement and technical Specialists, prepare and update the Annual Procurement Plan via STEP, detailing contract packages for goods, works and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- Monitor procurement implementation and update the procurement plans for the procurement of goods and works, and the procurement of consultant's services, annually and whenever it becomes necessary to do so;
- Prepare the Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
- Establish a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest
- In consultation with the Procurement Specialist (PS) and technical experts, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications/bills of quantities for the preparation of bidding documents for goods and works activities
- Receive bids and serve as a secretary in bid opening sessions, evaluation of bids and proposals; and ensuring due processes are followed in awarding contracts to most fit contractors.
- Prepare the minutes of the Evaluation, requests for "no objection", and coordinate arrangements for the negotiation process, where necessary.
- Work with subject matter technical specialists to ensure timely receipt of the Goods and consultant's reports; confirming acceptability of goods and works delivered and/or executed respectively, and also acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. suppliers, contractors and consultants, as they fall due;
- Provide input into the monthly procurement report and Annual Work Plan and Budget.
- Establish and maintain both electronic (for upload in **STEP**) and manual procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors or authorised agents
- Provide Technical Support to the Local Council in the implementation of their respective components
- Undertake any other task assigned by the Procurement Specialist

## **QUALIFICATIONS AND EXPERIENCE**

- Should have a least a Bachelor's degree in Social Sciences, Procurement, Logistics, Engineering, Finance, Business Management or any other related fields.;
- Should have at least 5 years hands on post qualification experience in public procurement
- Knowledge of country system procurement procedures and operational knowledge of donor procurement management practices

- Must be knowledgeable in preparing procurement plans using a Systematic Tracking of Exchanges system in procurement.

## **PROFESSIONAL COMPETENCIES**

- Ability to read and write excellent English and produce project reports in English
- Ability to interact with staff in the relevant implementing agencies.
- Ability to use computer and applications and handle multiple tasks simultaneously, set priorities, and work under supervision
- Strong communication skills and good interpersonal relations.
- Demonstrated ability to adapt to challenges and changes in the workplace.
- Strong organization skills and ability to work in a team-oriented, dynamic and diverse environment;
- Demonstrated ability to assist and support the development of useful procurement processes and procedures effectively

## **Reporting**

The Procurement Officer will report to the Team Lead-PFMU and Project Coordinator-PMU. He/she is expected to adhere to all administrative procedures and perform duties within the bounds of professional ethics and integrity.

*This REoI will lead to the preparation of Short list followed by interviews and contract award.*

## **Timeframe**

The assignment shall be full time for a period of 12 months, with the possibility of extension based on satisfactory performance.

Interested persons may obtain **further information** via email request to [agbsdproject2022@gmail.com](mailto:agbsdproject2022@gmail.com) or at the address below during office hours from 1000 to 1700 hours Monday to Friday.

All applications must be delivered in sealed envelope accompanied with relevant supporting documents (*Note: only scanned copies of original certificates should be submitted*) to:

**The Secretariat,  
Project Management Unit -PMU  
Ministry of Finance -3<sup>rd</sup> Floor-Sierra Leone Commercial Bank Building  
35 Liverpool Street Freetown, Sierra Leone**

**Or**

**Via** E-mail as attachment (including all supporting documents) to

**[agbsdproject2022@gmail.com](mailto:agbsdproject2022@gmail.com)**

Please indicate clearly on the envelope (in the case of hard copy submission) or in the email subject heading and attachment (in the case of electronic submission) the **FULL TITLE** of the post you intend to fill by 1200 hours GMT **on or before 4th April, 2024.**