



Procurement Specialist

Departement

Procurement, Portfolio and Financial Management Department

Seniority level

IS 4 – mid career

Duty station

Manila, Philippines – with further possibility to work in a Resident Mission (e.g. China, India, Indonesia, Bangladesh, Nepal, Cambodia, etc.) after 3 years.

Contract type

Fixed-term

Duration

3 years – possibility to be converted to a regular appointment

Key tasks and responsibilities

The Procurement Specialist works in close collaboration with sector divisions (Operational Regional Departments) to provide procurement advice in any of the following areas: energy, transport, water and urban development

- He/She provides assistance, technical guidance and capacity development to ensure compliance with ADB's procurement (goods, works, and consulting services) policies
- Supports improvements in the implementation performance of ADB portfolio of loans, grants, and technical assistance (TA) including procurement under Public Private Partnership (PPP)
- Advises on the use of the International Federation of Consulting Engineers (FIDIC) suite of contracts, performance-based contracting and design-build-operate type arrangements
- Delivers tailored training to ADB and executing agency staff to develop skills in procurement, consulting services and project administration
- Delivers Business Opportunities Seminars

Requested profile

Education

University degree in Business Administration, Economics, Engineering, Public Procurement, Public Policy, or other related fields.

Experience / Knowledge / Skills

- Minimum of 8 years of relevant experience in procurement, project management or other related area in infrastructure (transport, energy, water sectors) projects
- Preferably experience working with MDBs and bilateral agencies on project management, contract management and capacity building issues
- Able to lead projects, work collaboratively with teams, and share relevant knowledge to benefit the broader ADB community

Language

English