

PROCUREMENT SPECIALIST

Terms of reference

POSITION

The Procurement Specialist (PS) reports to the Legal Adviser and will cooperate with all personnel working on this project, both of FCC and of project partners.

PRIMARY ROLE:

- Organises and undertakes procurement procedures in respect to specific legislation;
- Keeps track of changes in procurement legislation and informs project leaders;
- Ensures compliance of procurement in respect to transparency, competition, cost effectivity and equal opportunity;

SPECIFIC FOCUSES:

- Formulates procurement schedule;
- Reviews procurement procedure of the organisation, according to specific needs;
- Collects technical information and use it in procurement documentation;
- Writes procurement documentation according to specific legislation and regulations;
- Researches market prices for analysis and ensures compliance with FCC procurement principles;
- Provides a report to project leaders about each procurement;
- Publishes procurement announcements;
- Maintains transparent communication with bidders;
- Formulates specific documents for procurement procedures;
- Conducts tender events and makes the announcements of the results;
- Verifies that all conditions are transposed into contracts;
- Formulates receiving and delivery templates and keep track of the contracts fulfilment;
- Creates and maintains an archive of the procurement's files;
- Carries out any other duties that may reasonably or exceptionally be required to ensure a smooth implementation of the ELP project activities;

QUALIFICATION AND SKILLS:

- University Degree;
- A minimum of two years of relevant working experience with clear focus on public procurement;
- Good coordination and organisation skills;
- Proficiency in Microsoft Office;
- Fluency (written and spoken) in English and Romanian language;
- Driver's license;