

Project Procurement Officer

Job Title:		Department:	
Project Procurement Officer (42 person-months, input by one full-time national specialist to support SESDP-PMU during 2013-2017).		Ministry of Education and Sports Department of Secondary Education Project Management Unit (SESDP-PMU)	
Location:	Responsible to:	Start Date:	
Vientiane Capital, Lao PDR	Project Manager	As soon as possible	
JOB PURPOSE			
<p>To support implementation of the Secondary Education Sector Development Program (SESDP), the Ministry of Education and Sports (MOES) of the Lao People's Democratic Republic (Lao PDR)—the Executing Agency (EA) for SESDP—has established a Project Management Unit (PMU). Supported by the Asian Development Bank (ADB), the SESDP is a sector development program (SDP), which includes both a program loan (Loan 2777-LAO) complemented by an investment project (Grant 0257-LAO; the Project). In addition to MOES-appointed staff, the Project will fund a small number of contractual staff, to be recruited by MOES as individual consultants and in accordance with ADB guidelines. In terms of day-to-day responsibilities, the PMU will principally focus on SESDP's project grant component, but will also support MOES and the Government of Lao PDR in achievement of policy actions included under the program loan component. The PMU contractual staff will directly support the functions of the PMU (and more broadly MOES' overall execution of SESDP), and will also work closely with and facilitate technical inputs from other consultants to be mobilized to support SESDP's implementation.</p> <p>Under the direct supervision of the Project Manager, the Project Procurement Officer oversees all procurement activities as detailed in the project administration manual (PAM) and strictly follow procurement policies of the government and ADB's guidelines.</p>			
KEY TASKS			
<ol style="list-style-type: none"> 1. In accordance with ADB formats and procedures, work closely in consultation with PMU in preparing the RFPs and other bid documents related to the procurement of consulting services. 2. Assist preparation for the full process of the procurement of civil works such as construction works of new school buildings, dormitories, water supply and electricity network installation for new and existing school buildings in the project, etc. 3. Assist preparation for the full process of the procurement of goods such as equipment, textbooks and teacher's guides, and other learning materials or other types of goods as required. 4. Produce regular procurement records and reports and ensure upload to the web. 5. Coordinate with the implementing units, Provincial Education Services, and District Education Bureaus to follow up the procurement procedure and documentation of all procurement activities. 6. Prepare and update from time to time the annual procurement plan in consultation with PMU Head, record and monitor Project equipment status, monitor the distribution of the equipment and all learning materials procured at the central, Provincial and District levels, in cooperation with the Monitoring and Reporting Officer and the Finance Officer to ensure the record of all buildings, furniture, equipment and learning materials procured under SESDP in the inventory system. 7. Assist PMU to prepare and conduct workshops, trainings, and other support for PES and DEB to facilitate their roles in procurement procedures and understanding of ADB guidelines. 8. Assist the implementing units within MOES with their respective procurement needs. 9. Collect and review all interim and completion reports of consulting services, goods and works claimed for payment according to the contract, and work completion before sending to the Finance desk. 10. Deal with shipping procedures and other permits and licenses related to the project. 11. Submit procurement monthly progress reports to the head PMU. 12. Periodically assess any capacity gaps and provide capacity building (including training, development of print-based or other materials, mentoring, and other approaches and tools) to MOES and provincial staff on the procurement; trouble-shoot and support timely and effective resolution of any specific problems encountered. 13. Perform other duties as may be reasonably requested by the Project Manager. 			
RESPONSIBILITIES			
<ul style="list-style-type: none"> • Ensure all procurement of goods and works to be financed under the grant will be undertaken in accordance with the government and ADB's procurement guidelines and the procurement plan prepared and agreed between the government and ADB. 			

ESSENTIAL QUALIFICATIONS

- Bachelor Degree or Higher is preferable in a relevant area or equivalent Qualification and work experiences.
- At least 3 years of knowledge and experiences in the use of procurement systems for international organizations (preferably ADB or WB projects)..
- Experience in the development and use of tendering and contracting procedures, using format documentation.
- Awareness of the Lao Government Procurement Guidelines and regulations.
- Excellent skill on the use of Microsoft Office software, especially Word, Excel, Power Point, and Internet use.
- Demonstrate to work individually and in timely manner.
- Availability to travel occasionally to the provinces, districts and remote schools as required.
- In good health, and preferably age 25 – 40 years old.
- Excellent interpersonal skills and capable and willing to work long hours under pressure and time constraint.
- Honest and trustworthy, respectful, possess cultural awareness and sensitivity, flexible and demonstrate sound work ethics.

The successful candidate will sign his/her contract with PMU for one year with a possible extension yearly. Interested candidates should submit a written application with CV, copies of certificates and references to the address below not later than **29 August 2013**.

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