

**3RD HIGH LEVEL FORUM (HLF-3) TO REVIEW PARIS DECLARATION ON
AID EFFECTIVENESS: ACCRA, 2ND – 4TH SEPTEMBER, 2008**

RECRUITMENT OF PROCUREMENT OFFICER

Position description

Title: Procurement Officer
Reports to: Chairman, National Planning Committee for HLF-3
Duration of appointment: 6 months
Location: Accra

1. Background

The 3rd High Level Forum on Aid Effectiveness (HLF-3) is scheduled to be held in Accra from 2nd – 4th September, 2008. The meeting will involve Ministers and senior officials from over 160 countries, Heads of bilateral and multilateral institutions; and civil society organizations (CSOs), including NGOs and private entities, assembling over 800 participants in total.

The meeting will be held at the Accra International Conference Centre (AICC), and will take place over 3 days. The first 2 days will largely focus on discussions among aid practitioners, in a series of 9 roundtables. The final day will be the “High Level Forum” itself, at which heads of agencies, other senior officials and Ministers will discuss a limited number of key issues, leading to the negotiation and endorsement of the Accra Action Agenda (AAA).

In addition, a “marketplace” of knowledge and ideas will be organized during the 3 days. All the 3 components (marketplace, roundtables and ministerial segment) are complementary and integral to the HLF-3. Each will be fully documented in the Accra conference report.

To enable Ghana meet its obligations towards the hosting of the HLF-3, the European Commission (EC) has agreed to finance some of the activities from the Counterpart Funds under the Government of Ghana – EC cooperation.

2. Objectives

The specific objectives for recruiting the Procurement Officer are:

- to assist the HLF-3 National Planning Committee and its Sub-Committees to procure any equipment and services needed to host the Forum.
- to manage contractual and financial issues regarding the services of the vendors to be engaged, e.g. certifying invoices, verifying the compliance of equipment supplied, etc.
- to provide the National Planning Committee with regular updates on the various procurement activities.
- to flag any potential problems and assist the National Planning Committee to resolve them.

2. Tasks

The Procurement Officer will be charged with the following tasks:

- Review and update of current procurement plan if necessary.
- Preparation of Terms of Reference, evaluation of Technical and Financial proposals for selection of the various service providers.
- Preparation of advertisements for publication in local media where necessary.
- Preparation of evaluation reports for award of contracts.
- Preparation of contracts for signature by the Approving Authority.
- Management of contracts on behalf of the National Planning Committee
- Preparation of monthly reports on procurement activities.

4. Qualifications

- At least a university degree in Administration or Social Sciences, with at least 3 years' administrative management experience; or HND in Purchasing and Supply with at least 4 years' experience in procurement. Proven familiarity with European Development Fund (EDF) project administration and procedures would be a distinct advantage
- Excellent administrative and organisational skills, and ability to work independently as well as in a team
- Must have excellent oral and written communication skills in English
- Must be computer literate, with extensive knowledge of MS Office Suite

5. Terms and Conditions

The successful candidate will be employed for a period of 6 months from the date of appointment. An attractive remuneration package will be offered according to qualifications and experience.

6. Applications

Applicants should apply in writing to the address below, enclosing up-to-date curriculum vitae, a copy of their highest professional certificate, and names, email addresses and phone contacts for two referees, at least one of whom should be a former employer. The cover letter must provide the applicant's email and phone contacts.

The Chief Director
Ministry of Finance and Economic Planning
P. O. Box M40
Accra

Applications may be hand-delivered or sent by mail to the address above, but must be received there by **8th February, 2008** at the latest. Applications received after this deadline will not be considered.

NB: Only candidates selected for interview will be contacted.

Checklist for applicants:

- Cover letter
- Curriculum Vitae
- Professional certificate (s)
- References (2)