

## EAST AFRICAN COMMUNITY SECRETARIAT



### CONSULTANCY OPPORTUNITY UNDER THE EAC PROJECT OF THE EASTERN AFRICA REGIONAL STATISTICS PROGRAM FOR RESULTS

The East African Community (EAC) is a regional intergovernmental organisation of 7 Partner States: The Republic of Burundi, the Democratic Republic of the Congo, the Republic of Kenya, the Republic of Rwanda, the Republic of South Sudan, the Republic of Uganda, and the United Republic of Tanzania, with its headquarters in Arusha, Tanzania. The EAC mission is to widen and deepen economic, political, social and cultural integration to improve the quality of life of the people of East Africa through increased competitiveness, value added production, trade and investments. To achieve these objectives, the key building blocks are the Customs Union, Common Market, Monetary Union and ultimately the Political Federation. The EAC started a fully-fledged Customs Union in January, 2010 and implementation of the Common Market in July, 2010 while the East African Monetary Union Protocol (EAMU) was signed in November 2013 and is under implementation.

The EAMU Protocol, among others, requires the Partner States to develop and adopt common methods, concepts, definitions and classifications for compiling, analysing and disseminating the statistics necessary for the proper functioning of the Monetary Union, while observing internationally accepted best practices. To better respond to this requirement, the EAC Secretariat with support from the World Bank has restructured the EAC Statistics Development and Harmonization Regional Project (EAC/Stat-DHRP) into the EAC Project of the Eastern Africa Regional Statistics Program for Results (EAC EARSPror). The objective of this project remains to develop the statistical capacity of the EAC Statistics Department and the National Statistical Offices (NSOs) to produce harmonized and quality statistics necessary for planning, implementing, and monitoring the EAC integration agenda.

Procurement of the consultants will be conducted through World Bank's *Procurement Regulations for IPF Borrowers: Procurement in Investment Financing - Goods, Works, Non-Consulting and Consulting Services*, Fourth Edition, November 2020 (Procurement Regulations), and is open to all eligible firms and individuals as defined in the Procurement Regulations.

The Secretariat therefore invites applications from highly motivated and result-driven professionals to apply for the project position tenable at the EAC Secretariat detailed below.

### PROCUREMENT OFFICER (REF No: TZ-EAC-326525-CS-INDV)

**Job Grade equivalent:** P1

**Job reports to:** Project Manager

**Job Purpose:** - Implement procurement policies and processes for the EAC and the EAC-StatPforR project; initiate preparation of EAC/ EAC-StatPforR annual Procurement Plan; receive and review requisitions for clarity; prepare adequate specifications; ensure bidders are able to respond to the quotation appropriately; receive and process purchase requisitions from users; originate tender documents; consolidate and prepare recommendations for tender awards; expedite deliveries; and update and maintain procurement transactions records.

### **Duties and responsibilities**

The duties and functions of the Procurement Officer will include, but not limited:

- (a) Carry out tendering processes for procurement of goods and services in accordance with the WB Procurement Regulations and EAC procurement procedures;
- (b) Initiate, prepare and update procurement plans in consultation with the EAC-StatPforR Project Team and the Senior Procurement Officer;
- (c) Ensure procurement activities are carried out in accordance with the provision of the grant agreement, the Project Appraisal Report and the EAC Financial Rules and Regulations;
- (d) Receive, review and process procurement requisitions from user Departments.
- (e) Generate procurement reports and correspondences in the format prescribed by EAC and the World Bank.
- (f) Advise evaluation committee in the evaluation of the bids and proposals in accordance with the EAC and World Bank Procurement Guidelines;
- (g) Prepare evaluation reports and recommendations for contract awards, technical evaluation reports and combined evaluation reports, including obtaining the necessary EAC internal clearances and WB's no-objection;
- (h) Prepare Documentation for the Procurement Committee and Prepare minutes and reports of the Committee meetings.
- (i) Preparation of contracts and purchase orders for signature;
- (j) Advise on contract management;
- (k) In liaison with the Project Manager and the Senior Procurement Officer, monitor the EAC and World Bank Procurement Plan in the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) and the EAC e-Procurement System; and
- (l) Perform any other procurement related functions as shall be assigned by the Project Manager.

### **Qualifications and experience**

- a) Must have a Bachelors degree, from a recognized University in Procurement and Supplies, Business Administration, Public Administration, Finance, Engineering, Law, Economics or any other related field;
- b) Must have professional qualifications in procurement such as Certified Institute of Procurement and Supplies (CIPS) certification or equivalent;
- c) Must have relevant working experience of not less than 5 years;
- d) Active member of professional body of procurement practitioners;
- e) Knowledge and experience in Public Procurement and the World Bank's Procurement Guidelines/Regulations will be an added advantage;
- f) Experience in the use of knowledge of the World Bank's Systematic Tracking

of Exchanges in Procurement (STEP) and e-Procurement systems will be an added advantage.

### **Competencies and skills**

- a) Proficient in the use of computers and Microsoft Office software packages (MS Word, Excel, etc.);
- b) Knowledge of financial and procurement systems;
- c) Good interpersonal and communication skills;
- d) Ability to work in a multi-cultural environment; and
- e) Ability to work with minimum supervision.

### **Terms and Conditions of Service**

These are project positions supported by Donor Funds, and are non-established in the Secretariat for which contract terms are limited to the period of the project. The successful candidates will be recruited for an initial period of two (2) years and the contract may be renewed for another two (2) years, subject to project budgeting and a satisfactory performance evaluation.

### **Remuneration**

All posts offer attractive consolidated monthly consultancy fee, an economy air ticket when reporting to the duty station and after expiry of contract, and a settlement allowance.

### **Education Qualifications**

All candidates applying must have qualifications that are recognized by the relevant national accreditation body. This condition is applicable for locally and internationally attained qualifications.

All professions that require registration with the specific professional bodies will be expected to do so in compliance with the requirements.

### **Relevant Working Experience**

Internship, training and apprenticeship will not be considered as relevant work experience.

### **Equal Opportunity**

The EAC is an equal opportunity employer; therefore, female candidates are particularly encouraged to apply. EAC will only respond to those candidates who strictly meet the set requirements.

### **How to Apply**

Interested candidates who meet the qualification and experience requirements for the above mentioned positions are advised to send their applications, detailed curriculum vitae, photocopies of academic certificates, names and contact details of three referees, and copy of National Identity Card, or Birth Certificate or Passport showing date of birth. Please quote the respective reference number on both the application letter and envelope. For electronic submission, please quote the respective reference number on the subject of the email and send to the address given below.

Applications should be submitted to the address below not later than **Friday, 10<sup>th</sup> February 2023**.

**Please note:**

1. You may submit your application either electronically or in hard copy but not both.
2. Applications which do not: indicate nationality; the reference number; or have an application letter attached; have certified copies of their academic degrees and other professional Certificates; or fail to provide three referees will be disqualified.
3. Only qualified candidates will be contacted

Please note that EAC does not require candidates to pay money for the recruitment process. All invitations for interviews will be done in writing

Address:

**Secretary General, EAC.**

Attention:

**Project Manager.**

**Eastern Africa Regional Statistics Program for Results,**

**East African Community (EAC) Headquarters,**

**P.O Box 1096 Arusha, Tanzania.**

**E-mail: [vacancies@eachq.org](mailto:vacancies@eachq.org); [eacprocurement@eachq.org](mailto:eacprocurement@eachq.org)**

**Website: <https://www.eac.int> and <https://eac.opendataforafrica.org>**