



Procurement Officer

The Austrian Development Agency (ADA), the operational unit of the Austrian Development Cooperation (ADC), is looking for a national **Procurement Officer** (m/f, full time, locally contracted) for the project “*Organic Agriculture Support Initiative (OASI)*” in Armenia.

This position is based in the ADC/OASI project office in Yerevan. Under the direct supervision of the Finance and Administration Manager, and the overall supervision of the Project Team Leader, the incumbent will perform the following functions for the project:

- Be responsible for the proper procurement/tendering of goods, works or services in the project;
- Contribute to the development of technical specifications and ToRs for the procurement/tendering of goods, works and services in consultation with relevant members of project staff, with specific emphasis on ensuring they are comprehensive, generic and minimizing risks of misinterpretation at the evaluation stage;
- Prepare procurement/tendering documents, request for proposals and other documents with the relevant EU and ADA procurement rules and implement the bidding processes; including administrative and procedural support to the evaluation and selection process, like short listing of suppliers, contractors and consultants taking into account their experience and qualifications;
- Prepare contracts for services, supplies and works in full conformity with EU PRAG and ADA rules where applicable;
- Monitor contract implementation until contract closure procedures and final reporting;
- Provide necessary technical assistance, timely advise and support to Grant Scheme applicants and other beneficiaries of the project, in particular through trainings, in close coordination with the Grant Scheme Manager;
- Carry out any other duties as required by the Supervisor.

Necessary Qualifications

- University degree in a relevant field (e.g. law or business administration);
- Continuous professional development through courses specific to public procurement;
- At least 5 years of experience in the procurement of goods, works and services in an international environment, preferably in the sphere of Agriculture;
- Extensive proven experience in the procurement of goods and service contracts, preferably under EU PRAG rules; knowledge of the Austrian Procurement Law would be an asset;
- Experience in implementation of projects in the field of agriculture and/or market system development would be an advantage;
- Computer literate with practical experience in Microsoft applications;
- Excellent written and oral communication skills in English;



- Excellent inter-personal/social and communication skills;
- Ability to work in a multinational and multicultural environment;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.

How to apply

The assignment is scheduled to commence in July 2016. The duration of the initial contract is for one year with a possible extension subject to subject successful performance.

If you wish to apply for this position, please submit your written application including cover letter, CV and other relevant documentation in English language by 22 May 2016 the latest at oasi@ada.gv.at

Women are particularly encouraged to apply. All applications will be treated with the strictest confidence. Please note that only short listed candidates will be invited for an interview.