

TERMS OF REFERENCES (TORS) FOR
ALL POSITIONS

TERMS OF REFERENCE FOR THE HIRING OF A COMMUNICATION SPECIALIST

Key Tasks

The Communication Specialist will be responsible for, but not limited to the following tasks:

- I. To plan and design internal and external strategies/plans for communications as well as support the implementation of the communication plan for the SIRA Project;
- II. To support the development of outreach and communications strategies for AA and AA for engagement with refugees and host communities;
- III. Support the development of a stakeholder engagement strategy to ensure good coordination on the SIRA project with relevant stakeholders, including government agencies and departments, bilateral and multilateral partners, community leaders;
- IV. Support the Project Director with the development of the Grievance Redress Mechanism for the SIRA project;
- V. Develop learning materials and train staff on effective communications and outreach
- VI. Prepare and disseminate relevant articles, documents and news releases to publish in different media channels, including print, broadcast and social;
- VII. Develop content, update and manage information for electronic media;
- VIII. Promote optimum visibility of the project's results and activities through effective media relations and dissemination of information,
- IX. Collaborate closely with World Bank team including External Relations colleagues as well as other development partners and stakeholders to facilitate knowledge building and knowledge sharing;
- X. Plan and conduct surveys and media campaigns;
- XI. Provide regular media analysis to the Project Director and AAA;
- XII. Manage relations with key media personnel;
- XIII. Working with the Gender Specialist to ensure that all communications and

outreach activities are gender-informed and sensitive.

Deliverables

1. Communications and Outreach Strategy
2. Updating the website monthly
3. Conduct at least two media campaigns and surveys
4. Develop training

materials

Qualification

The successful candidate will have the following minimum qualifications:

- Master's degree or BS (04 Years) in Journalism and Mass Communication.
- At least 10 years of experience for BS 04 years (Hons) and 07 years of experience for Master Degree in communications at the national or international level, including experience in media relations. Preference will be given to those who have worked on donor funded projects.
- Excellent English/Urdu writing, presentation and editing skills.
- Strong knowledge of and practical experience in a range of communications planning and implementation approaches such as, opinion research, media engagement, message targeting, and marketing communication.
- Demonstrated experience working and interacting with members of the media, executive leaders, and a wide variety of internal and external stakeholders;
- Solid conceptual, research and analytical skills, with an ability to think strategically and rapidly synthesize information from varied sources into concise conclusions and recommendations.
- Demonstrated willingness to assist others and perform whatever tasks are necessary to help the team achieve its goals.
- Strong diplomatic, interpersonal skills and excellent team player.
- Ability to deal sensitively in a multi-cultural environment and to build effective working relations with clients and colleagues.
- High levels of initiative, judgment, and decisiveness in accomplishing tasks;

proven ability to work independently; good time-management skills and an eye for detail; ability to work effectively under stress and to handle multiple tasks within tight deadlines.

- Demonstrated High-Level Computer Literacy Skills required (MS Office and content management systems, and newsletter development software)

Reporting

The Communication Specialist will report to the Project Director at AA.

TERMS OF REFERENCE FOR THE HIRING OF A VISA SPECIALIST

Key Tasks

The **Visa Specialist** will, among others, be responsible for the following tasks:

- I. Review all existing policies related to the legal status of Afghan Refugees in Pakistan, with a particular focus on the policies related to Proof of Registration and , working with relevant stakeholders such as Ministry of Foreign Affairs, Ministry of Interior, AA (AA and AAA), National Database and Registration Authority (NADRA), Passport and Immigration Department, Federal Investigation Agency (FIA), World Bank, UN Agencies including provincial Ministries and departments on Afghan Refugees visa related issues.
- II. Conduct a review of global best practice examples and develop an analytical report to inform intergovernmental policy dialogue
- III. Design a strategy to establish and strengthen Visa Support set ups for Afghan Refugees at AA and provincial Afghan AAAs in collaboration with NADRA and design a Visa Plan for Afghan Refugees in accordance with the approved policy.
- IV. Design SOPs and systems to monitor the application and compliance of SOPs.
- V. Conduct regular visits to Border Crossing Points to ensure proper facilitation of documentation for Afghan Refugees.
- VI. In collaboration with the Gender and Communications Specialists, conduct outreach sessions in Refugees hosting Districts on Visa Policy for Afghan Refugees
- VII. Provide regular trainings to relevant staff on Visa application Processing, verification and tracking.
- VIII. Develop a system and SOPs to maintain and update all confidential record /relevant record on Visa related issues, in accordance with data privacy regulations.
- IX. Analyze Visa Manual issued by Ministry of Interior in respect of Afghan Refugees in Pakistan in line with the Cabinet decision of February, 2017 and

ensure that all changes made to Visa Manual issued by Interiors are complied with.

- X. Communicate decisions to concerned management wings and update on actions required by the concerned management wings.
- XI. To coordinate with stakeholders on Workshops, seminars and training and facilitate on Visa related issues of Afghan refugees.
- XII. To work as a facilitator on dispute resolution among stakeholders and staff members on Visas related to Afghan Refugees.
- XIII. To ensure procedures are followed, regularly reviewed and provide guidance to OSU and management.
- XIV. To ensure that best governance practices are adopted and implemented in line with Visa Policy.
- XV. To ensure that all relevant regulations in respect of Visa are complied with.
- XVI. To ensure that requisite trainings are offered to the stakeholders, members as well as staff members to improve the quality of the Visa related issues.
- XVII. Track Visa applications and handle complaints regarding Visa Applications.
- XVIII. Coordinate with NADRA on Visa process for Afghan Refugees.
- XIX. Execute relevant tasks as required by the Project Director.

Qualification

The successful candidate will have the following minimum qualifications:

- Master's degree or BS (04 Years) Hons in Social Sciences, Public Administration, Business Administration, Public Policy or Humanities.
- At least 10 years of relevant professional experience for BS 04 years (Hons) and 07 years of experience for Master Degree;. Candidates having experience in Visa Application processing, verification and issuance will be given preference.
- Excellent writing, editing, and research skills and an ability to quickly produce quality and condense documents and presentations.
- Demonstrated experience to and interact with relevant stakeholders
- Solid conceptual, research and analytical skills, with an ability to think

strategically and rapidly synthesize information from sources into concise conclusions and recommendations.

- Demonstrated willingness to assist others and perform whatever tasks are necessary to help the team achieve its goals.
- Strong diplomatic, interpersonal skills and excellent team player.
- Ability to deal sensitively in a multi-cultural environment and to build effective working relationships with clients and colleagues.
- High levels of initiative, judgment, and decisiveness in accomplishing tasks; proven ability to work independently; good time-management skills and an eye for detail; ability to work effectively under stress and to handle multiple tasks within tight deadlines.
- Interest in international development issues and an understanding of how communications can target population be facilitated.
- Demonstrated high-level computer literacy skills required (MS Office and content management systems, and newsletter development software)

Duration of Assignment

This will be a one-year assignment, renewable based on satisfactory performance and requirements.

TERMS OF REFERENCE FOR THE HIRING OF A GENDER SPECIALIST

Key Tasks

The Gender Specialist among others, be responsible for the following tasks:

- I. The Gender Specialist will be a core member of the OSU, participating in all meetings, and will ensure that all aspects of Project implementation are gender – sensitive, including the following tasks;
- II. Develop a Gender Action Plan to ensure the project meets all targets in the project related to gender-affirmative actions and results
- III. Review all TOR and tender documents to ensure that they take into account gender specific considerations;
- IV. Ensuring that all recruitment under the project is conducted in a way that encourages participation of women in the processes and that all attempts are made to remove barriers to women’s and transgendered persons’ participation.
- V. Ensuring that all training encourages participation of the women’s and transgendered persons’ and that training materials cover the rights and access to opportunities and services of women’s and transgendered persons’
- VI. Ensure that all staff and consultations in the OSU receive training on sexual harassment in the workplace on a continuous basis
- VII. Review all training materials and ensure that all government agencies benefitting from training under the SIRA project receive training on anti- harassment and GBV
- VIII. Ensure that all communications materials are gender sensitive and activities are conducted in a gender sensitive manner
- IX. Review the visa processing policy developed under the project and ensure that it takes into account gender sensitive requirements
- X. Review the complaints handling mechanisms developed under the project and ensure the specific needs of women and transgender persons are reflected
- XI. Support the M&E Specialist to develop monitoring and evaluation processes that capture results related to women and transgender persons
- XII. Review all HR processes and policies developed under the project to ensure they are gender sensitive, including any organizational restructuring, recruitment processes, development of KPI

XIII. Provide advice to ensure that all data collection and management information systems under this project are gender sensitive

XIV. On an ongoing basis, provide suggestions to the Project Director, the AAA and the AAA on ways in which to improve the gender outcomes of the Project.

Qualification:

- I. Master Degree with 7 Years' experience or Bachelor degree 4 years (Hons) with 10 years' experience in Gender Studies, Social Sciences or Humanities,
- II. Excellent writing and communication skills in English.
- III. Knowledgeable about the use of varied digital platforms and mechanisms to support knowledge transmission and sharing.
- IV. Experience working in the public sector with government, NGO or development agencies.
- V. Familiarity with the World Bank Group (WBG) or other donors' funded development projects.
- VI. Experience working with refugees and/or displaced persons desirable.
- VII. Excellent team management skills.

Reporting

The Gender specialist will report to the Project Director at AA.

TERMS OF REFERENCE FOR THE HIRING OF A MONITORING AND EVALUATION (M&E) SPECIALIST

Key Tasks

The M&E Specialist will, among others, be responsible for the following tasks:

- I. Provide technical guidance and inputs to the design and implementation of third-party monitoring, project evaluations, assessments, and other studies/Surveys undertaken by the project team.
- II. Design a functional M&E system along with relevant guidelines
- III. Provide support to all relevant stakeholders including AAAs on M&E
- IV. Contribute to the design and implementation of all surveys.
- V. Analyze quantitative and qualitative data and ensure timeliness and quality of M&E activities.
- VI. Participate in project monitoring meeting and provide technical/strategic support to project data for monitoring and evaluation.
- VII. Review and discuss assessment, evaluation or monitoring results with the AA and implementing partners
- VIII. Engages stakeholders in developing, testing, and updating appropriate data collection methods.
- IX. Develops M&E learning resources to support professional development of staff related to M&E competencies.
- X. Works with Third Party Verification Agency (TPVA) and Survey team to coordinate data collection and monitoring project performance which ensure timing and responsibility for reporting requirements against the indicators and milestones of the project.
- XI. Perform other relevant tasks assigned by Project Director.

Qualification

The successful candidate will possess the following minimum qualifications:

- I. Master's Degree or BS 04 Years (Hons) in Statistics, Economics, Sociology, Public Administration or relevant fields.

- II. At least 10 years of experience for BS 04 years (Hons) and 07 years of experience for Master Degree; after acquiring stipulated qualification, in the field of project management, monitoring, and evaluation.
- III. Substantive knowledge of project monitoring and evaluation and extensive experience in their application for the long-term donor's funded project.
- IV. Ability to research and gather information from a variety of external and internal sources;
- V. Demonstrated ability to apply good judgment in the context of assignments given.
- VI. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)).

Reporting

The M&E Specialist (M/E) will report to the Project Director.

TERMS OF REFERENCE FOR THE HIRING OF A FINANCIAL MANAGEMENT SPECIALIST

Specific Tasks and Responsibilities

- I. Liaise with the World Bank on all aspects of project's financial management.
- II. Conduct trainings for the project staff and office of AA on the importance of financial management and educating staff on financial responsibilities.
- III. Keep abreast the AA/AAA with the latest developments and issues in project's financial management and provide suggestion to the best possible option.
- IV. Assist the Procurement Specialist in designing job descriptions for staff in Finance team and selection of suitable applicants, when needed.
- V. Open (when needed), maintain and be joint signatory of assignment account (s) in accordance with revolving fund account procedures issued by Ministry of Finance (Finance Division), Federal Government.
- VI. Maintain liaison with the bank where the assignment account is opened or to be opened.
- VII. Participate in Project Steering Committee meetings and activities; assist/advise the AA/AAA in all financial matters as and when required.

Budgeting and Planning

- I. Assist AA/AAA in preparation of annual work plans; and on the basis of which prepare annual Cash Plans.
- II. Assist AA/AAA, by all means, in the approval of annual work plan from the Project Steering Committee.
- III. In accordance with Government of Pakistan (Federal Government) budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/Cash Plan and timely submit to Planning AAA for inclusion in Public Sector Development Program of the relevant year and also to Project Steering Committee and BB Division.
- IV. Upload annual budget on National FMIS/ SAP; compare actual performance against

the budget and underline weak performing areas for attention of AA/AAA.

- V. Prepare annual, quarterly and semi-annually disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/Cash Plan.

Funds Management

- I. Ensure timely releases of funds from Finance Division against Disbursement Linked Indicators(DLIs) and counterpart funding.
- II. Prepare request for authorization of signatories to sign Withdrawal Applications, IFR and/or correspond with the World Bank. Ensure confirmation in this regard is received from the WorldBank.
- III. Prepare realistic cash forecasts on quarterly basis in coordination with the project team and submit to the World Bank for advance and replenishment of advance, once allowed.
- IV. Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines for drawing funds from the assignment account(s) opened for the project
- V. Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the project's assignment account(s).

Expenditure/Payment Processing

- I. Ensure compliance with internal control framework (*Operations Manual, SOPs and the Bank's fiduciary guidelines etc.*) and government rules and procedures while processing payments.
- II. Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- III. Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- IV. Ensure that procurable items are entered in STEP, and No Objection Letter (NOL)

is obtained from the Bank for every prior review activity before processing any payment.

- V. Prepare request for payment and forward to AAA for approval after fulfilling all codal formalities.
- VI. Ensure that only eligible payments are forwarded AAA's approval and drawing funds from the assignment account.
- VII. Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

Accounting and Record Management

- I. Record all transactions timely and accurately in the books of accounts (*both in Pak Rupees and US\$*) and ensure that no expenditure remained unaccounted.
- II. Maintain accounts on cash basis as per government accounting procedure i.e. New Accounting Model.
- III. Maintain PIFRA SAP R/3 (National FMIS) software to be implemented at the project.
- IV. Oversee the process of entering transaction level data in National FMIS.
- V. Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and World Bank's requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- VI. Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- VII. Maintain imprest/petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with petty cash SOPs as approved by the government from time to time.
- VIII. Prepare monthly bank reconciliation statements of assignment account both in Pak Rupee and US\$.
- IX. Reconcile the expenditure on government prescribed format with the office of Accountant General on monthly basis.
- X. Be the payroll manager and process monthly payroll of project employees. Ensure

proper payroll controls are applied and the payments are made directly in the Bank accounts.

- XI. Prepare and process monthly project payroll and submit to AAA for approval prior to making any payment under salaries.
- XII. Ensure that the fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating the records.
- XIII. Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.

Financial Reporting

- I. Prepare quarterly financial reports and submit to AAA and Bank in a timely fashion for review and approval.
- II. Generate financial reports from National FMIS that includes information on budget execution under Eligible Expenditure Programs and the Technical Assistance Component.
- III. Ensure that annual financial statements and other monthly and quarterly reports as specified under the Financing Agreement and as per recommended/suggested by Bank supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS ‘Financial Reporting under Cash Basis of Accounting’.
- IV. Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- V. Define and produce other financial reports, as and where required on utilization of funds to facilitate AAA in decision-making process.
- VI. Ensure that all government financial reporting requirements are complied with:
 - a. Specifically monthly financial reports to AG Office and regular/ timely reporting in SAP.
 - b. Schedule of Cheque to be prepared, submitted to AAA for sign off and onward submission to NBP and following up on outstanding/ un-cleared cheque

- c. Statement of Receipts and Payment as per CoA prepared and submitted to AAA.
- d. Prepare Grant Disbursement Estimates (Budget and Revised) on EAD format and submit to AAA for onward submission to EAD on annual basis.

Internal Controls:

- Suggest strengthening of internal control practices towards *Institutional strengthening*.

Audit

- I. Make arrangements for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and the World Bank.
- II. Ensure that the project is adequately reflected in audit plan of internal auditors and that internal audit is periodically conducted in accordance with the internal audit plan. Liaison as focal person for conducting internal audit activity.
- III. Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- IV. Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of AA office in settling audit observations.
- V. Prepare working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible.

Qualification and Experience

- I. Nationally, internationally recognized Professional accounting qualification (ACA/ACMA/ACCA/CPA); or Master's Degree in Finance and Accounting

e.g. MBA (Finance), MS Finance; M.Com; OR

- II. A civil servant from Pakistan Audit and Accounts Service (PAAS), FPOE (Final passing Out Exam) qualified from the Department of Auditor General of Pakistan and serving in BPS-18-19. Holding of MBA (Finance) degree, Master's Degree in Accounting and Finance, or MS Finance M.Com will be accorded due weightage
- III. 8 years' relevant experience in financial management, audit or accounts, after acquiring stipulated qualifications.
- IV. Good communication skill and have experience of working with Finance Department/Division, Auditor General of Pakistan Office, Office of Accountant General and Planning Department/AAA.
- V. Prior experience of working in donor funded and public sector projects will be accorded due weightage.
- VI. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Core Competencies

- I. **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff.
- II. **Communication Skills:** Well developed written and oral communication skills.
- III. **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances and stress. Works and lives with a flexible, adaptable and resilient manner.
- IV. **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- V. **Knowledge and skills:** knowledge of government and the Bank policies and procedures
- VI. Command on English and Urdu desirable

Reporting

FMS shall report to the **Project Director (OSU)**.

Special Terms and Conditions/Specific Criteria

In case, a civil servant is deputed from Auditor General of Pakistan in accordance the relevant qualification and experience, salary will be paid from counterpart funding following GOP's applicable policies.

TERMS OF REFERENCE FOR THE HIRING OF AN IT/MIS SPECIALIST

Key Tasks

The IT/MIS Specialist will be responsible for, but not limited to the following tasks:

- I. Contribute to the implementation of the Action Plan by providing support to IT/MIS system and build an IT Data Security Infrastructure of the Project; in accordance with the World Bank's and Government's stipulated guidelines (as applicable).
- II. Establish and help manage a functional IT/MIS system for the project including mechanisms to integrate data between the AA and AAAs
- III. Establish a protocol for communicating on the policy/design information sharing plans
- IV. Ensure compliance to standards on protection of personal data
- V. Assist in the establishment, harmonization and improvement of IT/MIS policies and procedures, consistent with effective project management.
- VI. Develop IT/MIS manuals and guidelines and identify administrators
- VII. Coordinate and communicate with all stakeholders, external consultants and field staff where appropriate.
- VIII. Manage the relevant Dashboard
- IX. Monitor day-to-day progress of project activities, DLIs and results indicators related to Information and Communication Technology, analyze issues and recommend measures to help achieve these results. Develop technology frameworks/tools to assist in data collection as well as program and impact assessments. Collect and analyze, data sets
- X. Create, generate and review reports in timely and accurate manner;
- XI. Provide technical support to ensure that hardware and software systems are fullyFunctional
- XII. Prepare periodic data analysis reports for Program management.
- XIII. Consolidate database with (selected) findings from other reliable surveys and third party

- XIV. Plan and conduct trainings regularly to relevant staff on IT/MIS operations and maintenance in the field office as well as Headquarter.
- XV. Monitor and update potential risks and the effectiveness of mitigation measures in the IT/MIS system.
- XVI. Participate in intensive capacity building to ensure capacity to fulfill requirements.
- XVII. Train relevant staff on IT/MIS and relevant procedures.
- XVIII. Any other related task assigned by the Project Director.

Qualification

The successful candidate will have the following minimum qualifications.

Master's degree or BS (04 Years) Hons in Computer Sciences, MIS, Computer Engineering, IT or relevant discipline from reputable national or foreign institution. A certificate/diploma in MIS/IT from reputable local or foreign Institution will be accorded due weight-age.

- Should have at least 10 years' experience for BS 04 years (Hons) and 07 years in MIS/IT/Data Management Field with thePublic / private projects.
- Proven ability to work in a collaborative, team environment.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MSOffice (Word, Excel, and Power Point).
- Well versed with database (selected) findings from other reliable surveys and third party.

TERMS OF REFERENCE FOR THE HIRING OF A PROCUREMENT SPECIALIST

Key Tasks

The Procurement Specialist will assist and advise the Project Director AA-OSU in carrying out procurement functions of Project in accordance with the World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” July 2016 (Revised November 2017, August 2018 & November 2020):

The Procurement Specialist will, among others, be responsible for the following tasks:

- I. Advise the Program leadership in designing Terms of Reference for various project roles (e.g. definition of functions, staffing requirements, skills profiles, and job descriptions)
- II. Identify critical policy, business, operational and other issues relating to procurement and provide strategic advice on maximizing efficiency of the procurement cycle, while ensuring necessary controls for cost effectiveness and soundness of all procurements.
- III. Advise the Program leadership in developing Standard Operating Procedures (SOPs) for procurement.
- IV. Take the lead in preparing and regularly monitoring and updating the Project’s annual procurement plans, as well as procurement plans for PRR. Monitor and record the progress of procurement activities by regularly updating Systematic Tracking of Exchanges in Procurement (STEP) for Project;
- V. Contribute to the development of the Annual Work Plan, ensuring alignment with project’s strategies, agreement on annual targets in the work plan with budgeting;
- VI. Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;
- VII. Supporting preparation/customization and issuance of various standard procurement documents (SPDs) and other documents required at different

stages of procurement cycle

e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decisionmaking;

- VIII. Supporting the Project team in organizing evaluation meetings by: (i) arranging venue and the timing of bid/proposal opening, coordination with evaluation panel members, (ii) preparing necessary evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attending evaluation meetings as a note taker, (iv) recording the minutes of the meetings, and (v) providing other necessary technical support to facilitate sound procurement;

Qualification

The successful candidate will possess the following minimum qualifications:

- I. Master Degree or BS 04 Years (Hons) (minimum sixteen years of education) in Economics or Engineering, Business Administration.
- II. Degrees in procurement or supply chain shall be accorded due weightage
- III. Candidate having procurement related certifications like Member Chartered Institute of Procurement & Supply (MCIPS) from CIPS, UK, Certified Professional in Supply Management (CPSM) from ISM, USA, or Certified Supply Chain Professional (CSCP) from APICS/ASCM, or equivalent shall be preferred.
- IV. At least 10 years of experience after acquiring stipulated qualification BS 04 years (Hons) and 07 years, in the field of procurement and contract management at the national or international level in public or private sector
- V. Substantive knowledge of procurement policies, processes and procedures and extensive experience in their application will be required
- VI. Written and oral fluency in English is required.
- VII. Demonstrated computer skills (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Reporting:

The procurement specialist will report to the Project Director.

Selection Process:

Will be selected on a competitive basis in accordance with the process stipulated in accordance with World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” July 2016 (Revised November 2017 & August 2018and November 2020).