



**Vacancy Re-Announcement: Post of Procurement Assistant
(Project Implementation Unit)
Plastic Free Rivers and Seas for South Asia Project
Implemented Under the South Asia Co-operative Environment Programme
(SACEP)**

SACEP is an inter-governmental organization established by Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka in 1982 to promote and support protection, management and enhancement of the environment in the region.

The Project Implementation Unit (PIU) has been established by the SACEP Secretariat to assist the project implementation and be administratively housed within the Secretariat as a subsidiary organ, which it is able to establish according to its existing mandate. The PIU is responsible for all aspects of the day-to-day management of the project, including planning, budgeting, technical coordination, implementation supervision, M&E, and ensuring compliance with the World Bank environmental and social (E&S) standards.

The PIU will be led by a Project Director and will include a team of specialized staff responsible for project management, financial management, procurement, environmental safeguards, social safeguards, monitoring and evaluation, communications as well as support staff. The PIU will recruit specialized consultants necessary for above areas & also for any other specific technical assistance for overall implementation of activities. The PIU will liaise closely and also ensure overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee and the World Bank.

Key Tasks

Based on the detailed Terms of Reference (TOR), the Procurement Assistant shall be mainly responsible for following activities in consultation with Procurement Specialist.

- Maintain the STEP System and preparation of Timelines for procurement activities.
- Preparation of Bidding documents and REOI
- Preparation of RFP documents and REOI
- Coordinating pre-bid meetings and pre-proposal conferences.
- Liaise with other PIU staff in obtaining information/documents
- Assisting in the preparation of Technical Evaluation Reports
- Assisting in the preparation of Procurement Committee minutes.
- Preparation of Contact Agreements, Addendums, etc.
- Reviewing the documents prepared by consultants and briefing the Procurement Specialist
- Maintaining records/filing system related to all procurement activities
- Any other duties assigned by the Project Director/ Procurement Specialist

Required Qualifications, Expertise and Competencies

Eligible candidates should have the following minimum qualifications, experience, and competencies: in Engineering, finance, economics, law or related field from a recognized university with a diploma in procurement. Not less than 3 years of work experience as a permanent carder of a government entity or organization related to procurement and/or contract management activities. Experience in donor-funded development projects (preferably World Bank funded project) implemented by Government entities would be an added qualification. Experience working on public sector projects in South Asia Region is an added qualification. Competency in computer applications and English both speaking and writing is a must.

Schedule

This is a position on a contract basis. The service is initially for one year. The contract is renewable, subject to satisfactory performance, as recommended by the Project Director. There will be an initial performance review by the Project Director and Director General of SACEP and the management after six months. Thereafter, there will be an annual performance evaluation.

Salary

An appropriate compensation package commensurate with qualifications & experience will be offered to the right candidate.

Application procedure

Application containing all relevant information and references should be sent to reach the under mentioned by email on or before 01th April 2024. Duly short-listed candidates will be called for interview.

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