A vacancy exists for a

Procurement Officer

TERMS OF REFERENCE

OVERVIEW

A. Job title: Procurement Officer at the Caribbean Community Climate Change Centre (CCCC)

B. Type of position: Contract

C. Duty Station: CCCCCC Headquarters, Belmopan, Belize

D. Duration of appointment: 18 months starting September 2020 with the possibility of renewal.

E. Reports to: Lead Procurement Officer

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I. BACKGROUND

1.1 The Caribbean Community Climate Change Centre (“Centre”) was established by an Agreement signed in February 2002 but it was officially opened in August 2005. Membership is opened to all Member States and Associated Member States of the Caribbean Community (CARICOM) on an optional basis. In 2013, the Centre was registered with the United Nations under Article 102 of the Charter of the United Nations and designated as a Centre of Excellence by the United Nations Institute for Training and Research (UNITAR). Its staff comprises a cadre of highly qualified professionals.

1.2 The Centre has the mandate to coordinate the Caribbean Community’s (CARICOM) response to climate change as well as provide climate change-related policy advice and guidance to CARICOM Member States.

1.3 The Centre collaborates with multiple regional and international partners in fulfilling its mandate and has successfully implemented and executed projects funded by agencies that include multilateral entities, such as the: Green Climate Fund (GCF), European Union (EU), German Development Bank (KfW), Inter-American Development Bank (IADB), World Bank (WB), Caribbean Development Bank (CDB), Global Environment Facility (GEF) and the United Nations Development Programme (UNDP). The Centre has also partnered bilaterally, with entities such as the United Kingdom Department for International Development (UK DFID), United States Agency for International Development Eastern and Southern Caribbean Office (USAID ESC), and the Governments of Italy, the Hellenic Republic of Greece and Australia.

1.4 On July 09, 2015, the Centre was accredited as a regional implementing entity by the Board of the Green Climate Fund (GCF), a key multilateral financing mechanism to support climate action in developing countries. As a regional direct access entity, the Centre has the mechanism, which includes the Regional Framework for Achieving Development Resilient to Climate Change and its Implementation Plan, to coordinate climate action in the region. Utilizing a bottom-up approach, the aim is to develop bankable projects, both national and regional, consistent with national priorities, the Regional Framework, GCF’s strategic results area, and investment criteria and the Sustainable Development.

II. OBJECTIVE

The main objective of this position is to support the Procurement Sub-Unit of the Project Development and Management Unit (PDMU) in its procurement activities related to programme/project development and management.

More specifically, under the direct supervision of the Lead Procurement Officer, the Procurement Officer will support the Centre by providing effective and transparent procurement support in all
relevant aspects of the Centre's activities leading to the procurement and contracting of high-quality and cost-efficient supplies, products and services in compliance with the relevant procurement policies of the project and the Centre’s Procurement Manual.

The Procurement Officer shall also liaise with the Office of the Executive Directors, Heads of Departments, Project Managers, Centre’s Clients, other external stakeholders, Project Officers and Clerks.

III. DUTIES AND RESPONSIBILITIES

The Procurement Officer will perform - in a dynamic and proactive manner - the following tasks in close liaison with the Procurement Sub-Unit:

1. Identify reliable sources of goods and services required for execution of respective project activities.
2. Assist with the management of all procurement processes, though the preparation of high-quality Tender documents and participate with the Procurement Team in contract negotiations meetings.
3. Facilitating the evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.
4. Provide technical procurement inputs into various strategic planning, policy and accreditation activities.
5. Provide inputs throughout key phases of the project management cycle such as project development, execution, and close-out.
6. Provide guidance to beneficiary countries/entities regarding The Centre’s Procurement Policy.
7. Contribute to the maintenance and enhancement of the Centre’s procurement records management system (physical and electronic).
8. Ensure the proper organization and maintenance of procurement documentation records as assigned, prepare evaluation reports, including fact checking and resolving discrepancies, as required, for all internal and external expenditure verification and audit processes.
9. Facilitating the developing and maintaining procurement plans.
10. Facilitating the evaluation of suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.
11. Ensure all purchases are consistent with the needs of the Centre and the project.
12. In collaboration with the project officer, prepare relevant documentation in advance of audits, follow up on all audits outcomes to ensure response within the stated timeframes (recovery orders, contradictory phase).
13. Support the Centre in achieving full compliance with the established accounting procedures and budget control processes in the purchase of goods, works, and services.
14. Support the organization of logistics and preparation for events/activities, inclusive of travel arrangements, training activities associated with project implementation.
IV. REQUIRED QUALIFICATION, EXPERTISE AND COMPETENCIES

Eligible candidates should have the following minimum qualifications, experience, and competencies:

a) A minimum of a Bachelor’s Degree in Accounting, Finance or related field or equivalent professional qualification
b) A minimum of four (4) years’ proven experience in Procurement, Accounting, or Finance & Contract management.
c) Working knowledge of procurement polices related to donors and/or regional/international organisations would be an advantage.
d) Full command of the English language with prior experience and proven capacity for oral and written communication.
e) Computer proficiency, in particular with MS Office Suite.
f) Knowledge in at least one of the other regional languages (e.g. Spanish, French, or Dutch) will be an asset.
g) Strong interpersonal and motivational skills and sensitivity to the local environment, as well as the ability to work with minimal supervision.
h) Be a national of Belize.

The Procurement Officer is also expected to possess the following skills, knowledge and other competencies:

- **Communication**: Strong interpersonal, communication and negotiation skills with the ability to work effectively with a wide range of stakeholders at all levels to achieve results.
- **Time Management**: Attention to detail, exceptional planning and organisation skills, able to work under pressure, prioritise and manage own time effectively.
- **Flexibility**: Able to multi-task and work on concurrent projects. Work beyond the normal working hours.
- **Deadlines**: Exceptional skills in setting goals and meeting deadlines.
- **Language Fluency**: Demonstrate proficiency in English.

V. PLACE OF WORK

The Procurement Officer will be contracted full-time to the Centre’s Headquarters in Belmopan, Belize. The initial contract duration is for 18 months with a probationary period of three (3) months, and subject to extension, contingent on performance and availability of funding.

VI. MANAGEMENT ARRANGEMENTS

a) The Procurement Officer will report to the Lead Procurement Officer or any other person delegated to supervise his/her day to day activities.
b) The Procurement Officer will have day-to-day interactions with the Head PDMU, Procurement Officers, Project Managers, Project Development Specialists, and other technical and administrative personnel in the office.

VII. SUBMISSION OF APPLICATION

a) Deadline for applications

Eligible candidates should submit:
- Motivation letter outlining how your experience, skills, qualifications, and professional associations fit with the required job description.
- Detailed Curriculum Vitae or Résumé with full details of experience, achievements, qualifications, and names (include copies of Degrees and certificates).
- Proof of Belizean nationality.
- Three (3) reference letters of which at least two (2) should be from past employers and the other as character reference.

b) How to Apply

Applications should be clearly identified as – “Vacancy for Procurement Officer” in the subject matter of the email and be submitted as one PDF file (in the order listed above) via an email to:

Ms. Ethlyn Valladares  
Human Resource Administrator  
Caribbean Community Climate Change Centre (CCCCC)  
2nd Floor, Lawrence Nicholas Building, Ring Road  
Belmopan City, Belize  
Phone: + (501) 822-1094 or 1104  
Email: hr@caribbeanclimate.bz

c) Deadline for submission of applications: Friday September 4th, 2020 at 10:00 AM  
Belize time (GMT-6). Late applications shall be rejected.

A short list will be derived based on the experience and qualifications as determined on the basis of submissions.

Only candidates who are short-listed will be contacted.

The Centre is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidence.