

Title	Procurement/Legal Advisor
Vacancy Number	MoPW/PMU/KCRRP/004
Ministry	Ministry of Public Works (MoPW)
Project	Kabul City Ring Road Project (KCRRP)
Duty Station	Afghanistan
City	Kabul
Duration	1 Year's With Possibility of Extension
No of Jobs	1
Nationality	Afghan
Sex	Male/Female
Salary Range	Equivalent to Grade C (NTA) Scale
Announcing Date	11/August/2020
Closing Date	24/August/2020
Job Type	Management/Engineering
Shift	Full Time
Job Status	Sourcing
Experience	5 Years

Background:

The Ministry of Public Works is implementing various projects in the Islamic Republic of Afghanistan. For implementation of the project which funded by Islamic Development Bank (IsDB) and Government of Afghanistan for Kabul Ring City Road Project (KCRRP) Section-one, with the length of 22 KM, Ministry of Public work is hiring a qualified and experienced Procurement/Legal Advisor to handle the project implementation related tasks.

Scope of Work/Job Summary:

The incumbent for Procurement/Legal advisor is to provide advisory and practical assistance in advisory, managerial, development and implementation functions activities in specialized area. Prospective Procurement/Legal Advisor should be having a comprehensive understanding of IDB's procurement and Consultant recruitment guidelines and Government procedures, experience in handling procurement of civil works, FIDIC contracts and management and consultant's services, preferably for road projects funded by the multi-lateral agencies. The ideal candidate should have a thorough understanding of procurement policies of the donors and the procurement law of the Government of Afghanistan.

Duties & Responsibilities:

The duties and responsibilities of the Procurement/Legal advisor will include but not limited to:

- Prepare procurement plans for various projects of Ministry of Public Works (MoPW) for adherence to the time schedule and to avoid potential delays in procurement.
- Prepare and finalize bid documents, BOQ, contract documents, technical specifications, drawings etc. for procurement of civil works for various road projects in MoPW.

- Ensure invitation of bids, evaluate proposals and prepare evaluation reports, finalize the contract documents and assist in signing of contracts.
- For procurement of consultant's services for various road projects in MoPW-prepare and finalize notice for invitation of EOIs, evaluate and prepare evaluation reports, and prepare RFP documents;
- Liaise with NPA, MoF, IDB, and other related stakeholders and bodies for ensuring effective procurement.
- Collate and finalize procurement guidelines for MoPW for adherence to project implementation, taking into account the laws and regulations of the government
- Coordinate and work with other teams to achieve progress in procurement and implementation.
- Contributes to the development of strategies and implement them across the project.
- Collaborate with technical resource staff to develop specifications, requirements and guidelines
- Develop detailed Project Contract status reports and oversee the pay request process.
- Review and make appropriate recommendations regarding all construction change order requests.
- Evaluate contracts for potential performance risk and develop bid terms and conditions
- Prepare paid and unpaid invoice status reports.
- Analysis of construction requirements for cost-saving and reduction strategies.
- Planning and implementing a sound and sustainable procurement process, including sourcing Strategy, supplier selection and evaluation, quality management and performance measurement
- Prepare Statement of Works, Terms of Reference, solicitation documents, Contracts, and other documents required for project implementation;
- Assist in international bidding processes; under the direction of Procurement Director, manage the prequalification and short-listing of bidders, preparations of bids, issuance of bids, pre-bid conference, receipt and opening of bids, bid evaluation, recommendation of award, contracts negotiations, contract finalization and issuance.
- Develop and implement systems for internal control that would ensure compliance with contractual terms and conditions, in collaboration with the technical team.
- Make recommendations for payments upon review of reports and comments from the technical team;
- Monitor and analyze contract performance against agreed benchmarks and through agreed reporting mechanism. Advise Project Manager on any potential issues and recommend remedial actions or solutions.
- Negotiate, within the terms and conditions of the contract, solutions to conflicts/problems arising in case of poor performance or non-compliance with contractual obligations.
- Develop appropriate contract management tools, guidelines and manuals for standardization and knowledge sharing purposes.
- Ensure key meetings and work procedures are properly documented and institutionalized.
- Assist the procurement director in overall planning and managing of procurement legal activities according to procurement law.
- Support the development and implementation of an improved organizational structure for the MoPW procurement function, including division of units, reporting lines, etc.
- Acting as an advisor to various departments in procurement of goods, technical assistance for executing law, preparing contracts to donors for implementation of projects regulations both donors funded or government establish procedures.
- Advising on accurate accounts of all procurement processes so that all procurement processes are done using the Afghanistan, and IDB, procedures and guidelines as agreed upon by the government.
- Advise in review & amendment of the legal/regulatory framework, as required and propose reforms and improvements in procurement practices to accomplish the purposes of the procurement law.
- Build the capacities of the MoPW staff and "trouble shooting" on any procurement issues that may arise especially legal activities.
- Provide effective inputs to draft and develop policies and working mechanism for MPW and Procurement Entities System (PEs).
- Support the directorate to provide technical advice and expert opinion for PEs on procurement matters referred to MPW.
- Assist the directorate to develop guidelines and circulars to be followed by PEs in procurement practices.
- Assist the directorate to develop and issue circulars for integrating execution of procurement by PEs.
- Any other task may have assigned, based on requirement.
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Skills & Competencies:

- Ability to perform multi-task and work under pressure;
- Willingness and ability to travel inside Afghanistan.
- Be familiar with Afghan Taxation Law.
- Be familiar with Afghan procurement law and guidelines.
- Must have the ability to think analytically and strategically.
- Must have the willingness and enthusiasm for working in an environment with many different stakeholders, with varying interests
- Ability to plan own work and manage conflicting priorities;
- Good communication (spoken and written) skills, including ability to prepare written documents/communications in English, and Pashto/Dari;
- Having good knowledge of MS Word, Excel, Ms Project and the Internet,
- Good interpersonal skills and ability to establish and maintain effective working relations with people;

Job Requirements:

- Bachelor Degree in Business or Public Administration, Economics or any other related fields with 5 years' relevant experience
- Master's Degree in Business or Public Administration, Economics, or relevant field with 3 years' relevant experience.
- Familiarity with Islamic Development Bank (IsDB) and Government of Afghanistan contract, guidelines and projects will be count as an advantage.

Required Documents:

- Copy of verified Bachelor Degree by Ministry of Higher Education
- Copy of verified Master degree by Ministry of Higher Education
- Copy of verified Afghan ID Card (Tazkera)
- Copy of verified last Posting Contract
- Certificate's and Appreciation Letter's

Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV to krrcp.hr@gmail.com , kindly indicate the vacancy number (**MoPW/PMU/KCRRP/004**) and the post title (**Procurement/Legal Advisor**) in the subject line when applying by email.

Office Add: KCCRP Office, Kabul Jalalabad Road, In front of KMTC, Ministry of Public Works, Kabul Afghanistan.

Only short-listed candidates will be notified

Announcing Date **11/August/2020**

Closing Date **24/August/2020**