



VACANCY: PROCUREMENT CONTROLLER

Duration: Three-year contract

Contract method: Employment contract or Consultancy service level agreement

Introduction

Peace Parks Foundation has obtained funding from various donors to fund projects in the different TFCA's. The spending of such funds must follow donor procurement rules which are specific for each donor and project. The services of a Procurement Controller are required to act as back-stopper for procurement in the different projects and portfolios, in particular for KfW financed projects, and to ensure quality control.

Main Qualifications/Experience

- The Procurement Controller should have at least eight to ten years' experience with procurement in large donor funded development programmes, including a proven track record of experience working in different countries within southern Africa;
- Hold a suitable qualification in Supply Chain Management or similar;
- Procurement of goods, works and services (including both consulting and non-consulting services);
- Management of contracts for the supply of goods, works and services (including both consulting and non-consulting services);
- Experience with the management of contracts for major projects in rural areas to ensure compliance with social and environmental safeguards and standards;
- Experience with managing programmes with multiple donors;
- Experience with institutional procurement practices as tender agent or procurement officer – in particular **KfW procurement rules and procedures - if not KfW then at least World Bank, EU, or similar donor** ;
- Working experience within a culturally diverse team and geographically distributed environment – with particular focus on SADC countries;
- Proven track record of quality assurance, adaptive management and corporate governance especially related to procurement and programme management;
- Support the management teams of individual projects in drafting project specific procurement manuals; and
- Carry out procurement audits at project level.

Main duties and functions:

- The Procurement Controller will report to the Chief Financial Officer and will support and advise the Senior Project Managers responsible for the implementation of donor programmes. The Procurement Controller will be responsible for the production and upkeep of the PPF procurement and supply chain policy.

- Overall responsibility for supervision and monitoring of procurement planning and compliance with donor procurement requirements, including the review of procurement plans.
- Study all donor agreements (especially those with stringent procurement rules) and have a good understanding of the procurement and related compliance requirements.
- Supervise the execution of the procurement plans and ensure the correct templates and formats are being used by the respective programmes.
- Backstop all requests for donor no objections that may be required for deviations from prescribed procedure as well as those required for specific thresholds.
- Where donors expect that only the first RFP templates and contracts be submitted for a No Objection to approve the templates, the Procurement Controller will do quality control of all proposals after templates are approved to ensure quality is maintained to prevent audit queries.
- Support the development of template procurement documents for specific programmes in line with donor requirements. Thereafter, ensure the templates are used correctly. Advise on updates to templates as appropriate.
- Support programmes with the appointment of Tender Agents for major contracts that cannot be managed internally and coordinate the tender process for internally executed tenders in line with PPF procurement and supply chain policy.
- Provide procurement training to programme personnel on procurement-related matters.
- Develop and circulate tools and guidelines to support programme personnel in their work.
- Oversee, drive, enhance and optimise the business requirements of the procurement ICT system/s used by Peace Parks.
- Review and monitor procurement within Peace Parks to identify potential fraud, maladministration, and areas with high residual risk for escalation to and review by Peace Parks management and internal audit.

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position, as well as a Curriculum Vitae, with full address, telephone number, email address and contact details of three references. These should be submitted by **28 February 2021**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:

Human Resources
 Peace Parks Foundation
 11 Termo Road, Techno Park
 P.O. Box 12743, Die Boord, Stellenbosch, 7613
 Email: applications@peaceparks.org

SHORTLISTED CANDIDATES will be contacted to attend an interview.