

**Millennium Foundation Kosovo**

**Vacancy Notice**

**Candidate Information Pack**

**Procurement Assistant**

**July 2022**

**Table of Contents**

[Background Information 3](#_Toc507613817)

[Position Description 5](#_Toc507613818)

[Recruitment Process 7](#_Toc507613819)

[Terms, Conditions and Benefits 9](#_Toc507613820)

# Background Information

**The Threshold Program and Millennium Foundation Kosovo**

The Millennium Challenge Corporation (MCC) is a US government agency founded in 2004, dedicated to changing the conversation on how best to deliver smart U.S. foreign assistance by focusing on good policies, country ownership, and results. Before a country can become eligible to receive assistance, MCC’s Board examines its performance on independent and transparent policy indicators and selects compact eligible countries based on policy performance. MCC requires selected countries to identify their priorities for achieving sustainable economic growth and poverty reduction. Countries develop their MCC proposals in broad consultation within their society. MCC teams then work in close partnership to help countries refine a program. MCC is different from other donor agencies in that when a country is awarded a program, it sets up its own local accountable entity to manage and oversee all aspects of implementation. In Kosovo, that entity is called the Millennium Foundation Kosovo (MFK).

MFK will be responsible for overseeing MCC funded projects and their various components and activities, allocating resources, overseeing and implementing a financial plan, approving expenditures and procurements, continuing the consultative process, and being accountable for the Program’s results. The Accountable Entity serves as the single point of contact on behalf of the Government during implementation of the Program for MCC, other donors, contractors and consultants, as well as the general citizenry.

The Threshold Program in Kosovo is a $49 Million grant that consists of two projects:

the Reliable Energy Landscape project and the Transparent and Accountable Governance Project.

**Reliable Energy Landscape Project**

Demand for electricity significantly surpasses supply in Kosovo, and the country struggles with the reliability of its energy supply. This project encourages greater household energy efficiency and facilitates the switch to non-electric sources of heating through a pilot activity. MCC’s investments also work to bolster private-sector participation in the power sector by exploring barriers to finance for independent power producers, and create opportunities for women to participate in the energy sector through both employment and entrepreneurship.

**Transparent and Accountable Governance Project**

Government decision-making is often opaque, leading to distrust by the private sector and civil society, and high perceptions of corruption. Kosovo’s judiciary is one the country’s least trusted institutions. This project supports the implementation of a case management information system to make judicial information publicly available, and improvements to the collection and reporting of environmental data to the public. An open innovation competition will let the government pose their challenges to civil society and private sector stakeholders to propose creative, data-grounded solutions, which can be a model for more productive partnerships between government and civil society.

# Position Description

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| --- | --- |
| Position: | Procurement Assistant |
| Division: | Procurement |
| Report to: | Procurement Manager |
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| **Position Objective** |
| The Procurement Assistant, under the supervision of Procurement Manager, is responsible for the daily execution of procurement-related processes from quotation-gathering, purchasing, quality inspection, etc.; manage shopping and NPC, in accordance with Procurement Guidelines and ensure responsiveness and the timely servicing of procurement requests.in support of wider organization programs.  |
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| **Duties and Responsibilities** |
| * Under the supervisory of the Procurement Manager, execute procurement-related activities (quotation-gathering, purchasing, quality inspection, etc.), manage shopping and NPC, in accordance with Procurement Guidelines and ensure responsiveness and the timely servicing of procurement requests;
* Perform all eligibility verifications for consultants, suppliers, contractors etc.;
* Serve as a TEP coordinator for certain procurements;
* Manage procurements for routine/simple individual consultants;
* Track, remind and monitor sector team regarding CPPRS compliance and Contract close-out;
* Maintain database of contacts and suppliers to serve as a resource for future procurement activities and for audit purposes;
* Files and record keeping of the procurement files and ensures that all relevant documents are properly collected and recorded in an adequate filing system as per the requirements in the Procurement Guidelines and perform Quality checks on procurement files;
* Organizes logistics and materials for admin related workshops, meetings, and events to support smooth-running activities;
* Initiates communication within the MFK and with external service providers, to ensure that logistical preparations for workshops, meetings, and events are in place allowing sufficient leeway in case of changes in schedule or venue;
* Maintains filing systems and databases and project documentation to ensure that activities are well-documented in support of planning and auditing processes.
* Keep and consult the calendars and meeting schedules for the procurement unit;
* Perform other clerical duties such as filing, photocopying, scanning, transcribing and faxing
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|  **Requirements** (*Education, Experience, Technical Competencies*) |
| * Bachelors`s degree;
* At least two years of experience working in program administration or procurement, or any combination of this work experience for donor-funded projects.
* Proficiency in Microsoft Office Suite
* Hands-on experience with office equipment (e.g. printers and photo-copiers)
* Solid written and verbal communication skills
* Ability to be resourceful and proactive when issues arise
* Excellent organizational skills
* Multitasking and time-management skills, with the ability to prioritize tasks

Desirable Experience or Skills:* Additional certification in Office Management is a plus
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# Recruitment Process

How to Apply

To apply for this role please complete and submit the structured application form, downloadable as a PDF document, no later than 14.00 CET, July 15, 2022 and email this to: office@millenniumkosovo.org, with subject: name of position you are applying. **You should receive an e-mail confirming receipt of your application.** All information (including the structured application form) can be found at [www.](http://www.)millenniumkosovo.org.

**Late applications will not be accepted.**

Applications must be completed in English, since this is the working language of the Millennium Foundation Kosovo Program.

If for any reason you are unable to send your completed application via email, please contact us via phone as soon as possible so that we can try to make alternative arrangements.

Please note, the application form has been designed to enable you to provide specific evidence of how your experience meets the post’s essential and desirable requirements and therefore will be of particular importance in the shortlisting process, so you should complete the questions as fully as possible. Other documents, such as CVs, will **not** be considered within the application process.

Overview of the Process

The Recruitment Team will acknowledge your application as soon as possible after its safe receipt and in due course advise you of the outcome of the shortlisting meeting. Depending on the number of applications received there may be a second stage shortlisting exercise.

Applications will be sifted to select those demonstrating the best fit with the post and invited to take part in a selection process. This selection process may also involve other forms of assessment to support the selection panel’s decision making. Full details of the next stage selection and assessment process will be made available to short listed candidates once the sift has been completed, but for certain the process will include a competency-based interview in which candidates will be asked to describe examples to prove to the panel their capability in the key competencies required for the role.

Indicative Timeline

Please note that these dates are indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let the Secretariat to the Panel know as soon as possible, via the office@millenniumkosovo.org email address.

The anticipated timetable is as follows:

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| --- | --- | --- | --- |
|  | Closing date |  | 14.00 CET, July 15, 2022 |
|  | Notification of Shortlisting and Interviews | Week of July 18, 2022 |

# Terms, Conditions and Benefits

Appointment Term

The post Procurement Assistant is scheduled to last until the THP closure date, subject to satisfactory one-month probationary period.

Working Arrangements

The usual working hours are 40 per week

Location

Prishtina, Kosovo. Applicants must be citizens of Kosovo.

Conflicts of Interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Program. They are required to declare any relevant business interests, share-holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published. If you believe you may have a conflict of interest, please contact the Appointing Panel Secretariat via email at office@millenniumkosovo.org, preferably before submitting your application.

Equality and Diversity

The Millennium Foundation Kosovo is committed to providing fair and equitable treatment in employment to all people with regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.