



UNITATEA DE MANAGEMENT AL PROIECTULUI
"CONTROLUL INTEGRAT AL POLUĂRII CU NUTRIENȚI"

TERMS OF REFERENCE

Tasks and responsibilities:

1. Is subordinated and reports to the PMU Manager.
2. The Procurement Specialist has the following tasks and responsibilities:
 - Participates in preparation of working plans;
 - Elaborates tender documentation for works, goods, services and other procurement as appropriate;
 - Prepares procurement contracts in order to be signed by the Project Manager;
 - Prepares all related procurement documents, prior and post contract award, in collaboration with other members of the team;
 - Ensures that all goods, works and services are procured in accordance with the procurement procedures as foreseen in the Loan Agreement;
 - Prepares the appropriate documents during the World Bank's supporting implementation missions , for post review of the procurement decisions;
 - Certifies through signature the reality, legality and regularity of the financial operations within the PMU;
 - Prepares the procurement reports requested by MoEWF, MoPF and the World Bank;
 - Prepares the data referring to the procurement activities in order to be introduced in the Project's financial management system of the World Bank;
3. Scope of relationships:
 - a) Hierarchical: Reports to the PMU Manager;
 - b) Cooperation:
 - with the World Bank Project Coordinator, as well as with WB's procurement specialists;
 - With specialists from other projects financed by the World Bank, in the field of procurement.
 - c) Representation relationships: according to the mandate entrusted by the PMU Manager.

Minimum qualifications requested:

MINISTERUL MEDIULUI, APELOR ȘI PĂDURILOR

- Academic education, preferably in the following areas: public administration, business administration, economics, engineering, legal sciences or another relevant ancillary area;
- At least 5 years of relevant working experience;
- Sound knowledge of the principles governing public procurement; sound knowledge and working experience with World Bank's procurement procedures is desirable; Experience in working with World Bank would be an advantage;
- Advanced PC skills and sound knowledge of the MS Office package: MS Word, Excel, Outlook, Power Point;
- Good capacity to communicate with people with different backgrounds and positions, as well as with local and national authorities;
- Excellent command of spoken and written English is a must.

ADVERTISEMENT

The Ministry of Environment, Water and Forests seeks recruitment of suitable staff to cover the Procurement Specialist position within the Project Management Unit (PMU) responsible with the implementation of the World Bank (WB) supported Integrated Nutrient Pollution Control Project. The contract is for a limited period, namely until 31.05.2017. In case of an extension of the Project closing date or in case of Additional Financing the period of the employment contract may be modified accordingly.

The minimum qualifications requested are as follows:

1. Academic education, preferably in the following areas: public administration, business administration, economics, engineering, legal sciences or another relevant ancillary area;
2. At least 5 years of relevant working experience;
3. Sound knowledge of the principles governing public procurement; sound knowledge and working experience with World Bank's procurement procedures is desirable; Experience in working with World Bank would be an advantage;
4. Advanced PC skills and sound knowledge of the MS Office package: MS Word, Excel, Outlook, Power Point;
5. Good capacity to communicate with people with different backgrounds and positions, as well as with local and national authorities;
6. Excellent command of spoken and written English is a must.

Details regarding the recruitment for this position, the terms of reference and the required qualifications are available at the address mentioned below or on the web site of the Ministry of Environment, Waters and Forests: www.mmediu.ro.

Interested candidates are invited to submit a file containing the following documents:

MINISTERUL MEDIULUI,
APELOR ȘI PĂDURILOR

- Application letter in both Romanian and English language;
- Curriculum vitae in both Romanian and English language;
- Copy of ID;
- Copy of the employment card or a certificate confirming work experience and/or field of studies and qualification ;
- A declaration that he/she has no penal record which would make him/her incompatible with the function for which the application is submitted;
- Medical certificate attesting a proper health issued up to 6 months prior to the competition;
- Other relevant documents (diplomas, certificates, recommendations, etc.).

The selection of the candidates will be carried out on the basis of the assessment of files and supporting documents and the suitable candidates will be contacted by phone/email for the interview.

The applications shall be submitted to the "Integrated Nutrient Pollution Control" Project Management Unit - Ministry of Environment, Waters and Forests, 12 Libertății Blvd., 2nd floor, room 304D, District 5, Bucharest. Closing date for application is **23 March, 2016, 12:00 h.**

Additional information can be obtained from the representative of the Project Management Unit, Mrs. Andreea CAZACIOC, phone number 021.408.95.65, or at the address: Ministry of Environment, Waters and Forests, 12 Libertății Blvd., room 304D, District 5, Bucharest.