



15 March 2023

Community Development Fund as the Principal Recipient of Global Fund grants for implementation of TB/HIV Programs in Kosovo launches:

TERM OF REFERENCES

Procurement Officer TB/HIV GF Funded Program

Full time position: 40 hours/week

Planned length of the Contract: 1st of April 2023 to 31st of December 2024

Reports to: CDF Program Managers (HIV &TB) and CDF Procurement and Administration Manager

Duties and responsibilities:

- The Procurement Officer oversees and manages the procurement and supply management systems of TB/HIV Global Fund (GF) funded program;
- Responsible for integrating all the pieces and ensuring consistency and continuity throughout the entire procurement process and conforming to CDF Procurement regulations and GF policies, in particular in procurement of Health products;
- Develop and manage the procurement and supply management plans and maintains procurement schedule;
- Authorized to manage the procurement and supply through the Global Fund Platform WAMBO;
- Coordinates contract negotiations and manages evaluation of proposals or offers and selection of vendors;
- Responsible for procurement procedures of health products purchase as planned in the GF funded program;
- Conducts procurement in line with the approved List of health products of the Grant. If there are significant material changes to the plan, provides full justification for the same in order to support Program Managers to seek for the GF approval to reprogram and/or use savings;
- Develops and maintains the Procurement database and a list of contractors and suppliers;
- Shares with Local Fund Agent (LFA) final draft of technical specifications for their review, when required;
- Responsible for preparation and submission of bid processes, public announcement for the grant and submits it to CDF HIV and TB Managers and the CDF Procurement and Administration Manager;
- Prepares procurement related documents needed for bids and the contracts for goods, services and work; and acts as contact person for admission of applications and other required documents;
- Follows up the distribution of goods and services according to contracts;
- Verifies the supply and compares the data on goods or services received in accordance with relevant contract;
- If required, assesses SR capacities for Procurement related issues and provides training and assistance on capacity development,
- Conducts periodic monitoring of SR procurement and supply management;
- Responsible to prepare the Procurement and Supply Management (PSM) section of Progress Update

- and submits it to Program Managers;
- Responsible to register Pharmaceutical products in the GF PQR (Product Quality Registration) system;
- Provides technical support during the transition process – transfer of PSM responsibilities from CDF to the Ministry of Health and relevant national authorities;

Other areas of the program office may be assigned as requested by Program Managers and CDF Procurement and Administration Manager.

Mandatory required qualifications and skills:

- University degree in economics, law, or related field, is required;
- At least three years of experience in managing procurement activities, is required;
- Experience with international, and/or Global Fund procurement principles strongly preferred;
- Have a PPRC license, preferred;
- Proven ability to work in complex multi-sectorial environments, excellent communication, interpersonal and team working skills; problem-solving oriented and ability to propose solutions;
- Knowledge of Kosovo official languages, and good command of English language, is required.

CV with three (3) verifiable references and scanned copy of University Diploma to be submitted to CDF, via e-mail to procurement.hiv.tb@kcdf.org no later than 27 March 2023 at 16:00h. Terms of References for this position can also be obtained from the CDF webpage: www.kcdf.org

Only shortlisted candidates will be invited for an interview.