

ICMPD Generic Job Profile

Junior Procurement Officer¹

Functional Overview

The Junior Procurement Officer (JPO) ensures the effective implementation, and support of low- and medium-risk procurement processes, contributing to the successful execution of projects in compliance with ICMPD's regulatory framework, ethical standards, and donor requirements. Working under the guidance of the Procurement Team Lead and in collaboration with project teams, the JPO coordinates procurement activities and maintains robust documentation for audit readiness. By providing timely and accountable support to the implementation of procurement processes, JPO supports organisational goals and maximises project outcomes.

Key Results

Support of procurement processes and administration: Procurement activities are systematically supported through effective administrative coordination, ensuring alignment with internal timelines, ICMPD's regulatory framework and donor requirements. All procurement documentation is properly maintained and archived in accordance with organisational standards and internal control requirements.

Support to solicitation activities and market research: Support provided to the implementation of solicitation processes by conducting structured market research, identifying potential suppliers, and contributing to the development of sourcing strategies in line with the principles of competition, value for money and market research outcomes. Requests for Information (RFIs) and supplier outreach activities are supported to ensure adequate market engagement. Procurement solicitation processes are administered in compliance with ICMPD rules, ensuring proper coordination with stakeholders, timely follow-up with bidders and accurate documentation throughout the process.

Support to contract administration and contract management: Contracts are monitored in the post-award phase to ensure compliance with contractual obligations, including deliverables, KPIs and timelines. Contract administration activities, such as contract amendments, performance tracking, and issue resolution are supported in coordination with the project implementation team. Deviations or risks are identified and escalated in a timely manner, contributing to effective contract management and safeguarding contract outcomes. Documentation is maintained to ensure full audit trail and compliance with ICMPD's accountability standards.

Knowledge management and reporting: Procurement documentation, files, and records are maintained to a high standard to ensure audit readiness and institutional knowledge retention.

¹ This profile is classified at IP1.

Contributions to the preparation of procurement statistics, reports and analyses, support internal and external reporting requirements. Lessons learned and best practices are captured and shared to enhance procurement efficiency, transparency and continuous improvement in line with international best practice.

Support to logistics and export/delivery processes: The Associate Procurement Officer supports logistics coordination related to procurement activities, including delivery follow-up, shipping documentation, and export procedures where applicable. Coordination with suppliers, freight forwarders, and internal stakeholders ensures timely and compliant delivery of goods and services. Basic verification of documentation related to transport, customs, and invoicing is carried out to support smooth contract execution and compliance with applicable regulations.

Required Expertise

- Capability to analyse and interpret data, draw conclusions, and propose effective solutions for procurement activities.
- Good understanding of EU public procurement and financial rules and/or UN procurement rules and policies.
- Familiarity with ethical standards in procurement, ensuring transparent and accountable practices across all activities.
- Familiarity in providing technical guidance and advice on procurement processes.
- Good coordination, organisational, communication and teamwork skills in a multicultural environment.

Qualifications, Experience and Language Skills

- Master's degree in a relevant field such as procurement, supply chain management, business administration or similar. A first-level university degree (Bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the Master's degree
- Public procurement certification from an internationally recognised provider such as CIPS (Level 2) is an asset.
- A minimum of one year of professional experience in procurement and supply chain, in an international context.
- Demonstrated knowledge of procurement processes, ensuring compliance with plans and timelines while achieving value-for-money.
- Proficiency in English (verbal and written); proficiency in other relevant languages (e.g., French, Turkish, Arabic) is an asset.
- Strong ICT skills. Proficiency in standard IT tools and procurement management systems, with experience in e-tendering platforms considered an advantage.