



REQUEST FOR APPLICATIONS

JOB TITLE: **PROCUREMENT SPECIALIST**
PROJECT: **PROGRAM FOR BUILDING RESILIENCE IN PUBLIC FINANCIAL MANAGEMENT IN AFRICA (PBR-PFM):**
PROJECT ID NUMBER: **P-Z1-KF0-085 PROJECT**
DATE OF ISSUE: **3 DECEMBER 2024**
CLOSING DATE: **12 JANUARY 2025**

The Pan African Federation of Accountants (PAFA) has secured funding from the African Development Bank (AfDB) to support the **Project for Building Resilience in Public Financial Management in Africa (PBR-PFM)**. A portion of this grant will be allocated to engaging the services of a **Procurement Specialist**.

To ensure the successful implementation of the PBR-PFM Project, the PAFA Secretariat is seeking to recruit a highly skilled individual for this critical role. PAFA hereby invites qualified individuals to apply for the following role: **Procurement Specialist**.

Objective of the Role and Scope of Work

The Procurement Specialist will be responsible for: Acquiring consultancy services, non-consultancy services, goods, and works in line with project funding requirements and adhering to the Finance Agreement; Overseeing and applying operational procurement policies and procedures, ensuring that all processes are consistent, efficient, fair, and transparent. Key responsibilities include, but are not limited to:

- Designing and implementing a Procurement Tracking System.
- Preparing bidding documents, terms of reference, advertisements, requests for proposals (RFP), and technical specifications.
- Obtaining no-objection approvals from AfDB, tracking their status.

The role ensures that procurement activities are conducted with a focus on fitness for purpose and value for money and comply with AfDB requirements.

Please review the [TOR Procurement Specialist](#) for a detailed description of the scope of work.

The services will be rendered at the PAFA Office in Midrand, Gauteng, South Africa.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the AfDB's Procurement Framework, dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.

PAFA now invites qualified individuals to apply for this role. Applications, including a CV and cover letter, must be submitted electronically through the following: [Application link](#)

Applications must be submitted by midnight GMT+2 on 12 January 2025. Only short-listed candidates will be contacted.

Any other enquires to this expression of interest should be sent by e-mail to development@pafa.org.za.

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