



VACANCY ANNOUNCEMENTS

About Millennium Challenge Account-Malawi II

The Government of Malawi signed a five-year agreement (“Compact”) with the Millennium Challenge Corporation (“MCC”) to fund specific programs targeted at reducing poverty and stimulating economic growth. MCC is a U.S. government agency focused on assisting countries dedicated to good governance, economic freedom, and investing in people. An Accountable Entity called the Millennium Challenge Account-Malawi II (“MCA-Malawi II”) has been created and designated by the Government of Malawi to implement the Compact.

Malawi Compact

The Compact consists of three projects, namely:

1. The Accelerated Growth Corridors Project (AGC) will focus on reducing transport costs in targeted rural areas. Under the AGC Project, the Road Corridor Improvement (RCI) Activity will target investment in physical upgrades and improvements across different classes of roads within four selected Accelerated Growth Corridors (AGCs) to improve rural access by addressing road conditions and reducing transport costs. The Policy and Institutional Reform and Capacity Building (PIR) Activity will focus on assisting the Government to address policy, legislative, institutional, and funding issues to ensure that road transport in AGC areas is well-maintained and managed.
2. The Increased Land Productivity Project will focus on improving land services, strengthening conditions for increased investment in land and better-functioning land markets through two main activities: the Land Administration Resourcing and Institutions Activity – which will support development, adoption, and implementation of reforms to expand national land-based revenues and address institutional change – and the City Council Land-Based Revenue

Modernization Activity, which will expand coverage and collection of land-based revenues, to increase resources for key services and increase investment in land and finally.

3. The American Catalyst Facility for Development Project will focus on facilitating U.S. International Development Finance Corporation (DFC) investment in Malawi to catalyse increased private investment consistent with Compact objectives and increase the scale and impact of the Compact.

1. Procurement Specialist

Position Objective

The Procurement Specialist, under the supervision of the Director, Procurement, ensures that all procurement transactions are implemented in accordance with the MCC Program Procurement Guidelines (PPG), consolidates and oversees all procurement activities, and reports on the progress of these activities. The Procurement Specialist also assists the Procurement Director in liaising with the Procurement Agent, MCC and outside entities from a variety of specialized sectors on all procurement activities and facilitates the smooth interplay between and among all elements of the procurement process. A key aspect of this responsibility involves synchronizing the substance and process elements of procurement activities.

Duties and Responsibilities

- Oversee delivery of various procurement services (across the organization, ensuring that the quality of services rendered meet organization needs and are consistent with MCC/MCA-Malawi II's procurement standards.
- Advise on MCA-Malawi II's and implementing entities' procurement systems and determine their compliance with MCC standards, identifies issues and risks, to support internal and external audit exercises.
- Monitor and coordinate with the Procurement Agent to closely manage the progress of procurements against the Procurement Implementation Plans.
- Coordinate with MCA-Malawi II management and staff to ensure everyone understands their respective roles and responsibilities in the execution of procurement, appreciates the critical nature of their responsibilities and are aware of the serious consequences of missed deadlines and unacceptable inputs.
- Assess technical procurement requests and ensure that they are aligned to procurement plans.
- Coordinate with the Procurement Agent in the planning and implementation of technical procurement and tendering processes to ensure transparency, compliance with MCC/MCA-Malawi II procurement standards, quality of goods and suppliers, and documentation.
- Advise management on overall issues regarding procurement operations and provide recommendations to improve service delivery and efficiency.
- Monitor procurement flow to determine core issues affecting procurement delivery, efficiency, and timeliness.
- Anticipate organization-wide procurement needs according to purchasing trends and

projections to sustain smooth delivery of expected services rendered.

- Assist MCA-Malawi II management team, particularly the MCA-Malawi II Project Directors and MCA-Malawi II Legal team, in interpreting and applying various contractual provisions with respect to the contractors' performance and compliance with contractual obligations generally, and specifically with respect to claims from contractors for time extensions or extra payments.
- Oversee the contract administration and amendment/modification process in coordination with MCA-Malawi II management, including MCA-Malawi II Project Directors.
- Develop and applies fraud and corruption awareness and anti-fraud and corruption measures, with emphasis on the procurement and contract execution processes in collaboration with the MCA-Malawi II Procurement staff, Procurement Agent(s), MCA-Malawi II Project Directors and other managers, the MCA-Malawi II financial and legal teams, and MCC.
- Review reports submitted by the Procurement Agent and ensures that the Procurement Agent keeps records of all procurement activity.
- Oversee quality delivery by examining procurement requests, quality of goods, and other relevant documentation to ensure compliance to established work plans, as well as MCC/MCA Malawi II standards.
- Performs additional tasks and responsibilities assigned by the MCA-Malawi II Procurement Director or CEO.

Education

- Bachelor's degree or relative equivalent required. (Major course of study in business administration, acquisition management, law, contracting, engineering, or procurement preferred.)
- Post-secondary education/training in public procurement subjects and/or an internationally recognized procurement qualification or certification (e.g., NIGP-CPP, CPPO from UCCPP, MCIPS, CPSM, and CPSD) would be an added advantage.
- Membership of the Malawi Institute of Procurement and Supplies.

Experience

- Minimum of five (5) years of specialized or varied experience in service management related to establishing policies in the areas of procurement services, etc.
- Experience in the development and/or review of procurement documents (bidding documents, evaluation reports, contracts, etc.) for all categories of procurement (goods, works, services).
- Strong computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) and familiarity with Procurement Management Information Systems (SAP).
- Previous working experience with international donors or development agencies is a plus.
- Experience in procurement management systems and processes.
- Excellent written and verbal communication skills in English.

How to apply

Applications for these positions should be sent to: recruitment@mca-malawi2.gov.mw

Applications should be accompanied by the following documents:

1. Curriculum vitae containing detailed work experience.
2. Cover letter confirming interest and availability.
3. Soft copies of education and professional certificates (if available).

The closing date for receiving applications is **11th March 2024**. Please note that only applications received through recruitment@mca-malawi2.gov.mw will be considered. Any applications received through other channels will not be considered. Only shortlisted applicants will be contacted for interviews. Interested applicants should indicate the position title in the subject line of the email.