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## Procurement Specialist/Project Manager

Location: Worldwide  
Expiry date: N/A  
Duration: 07-08 months depending on project

HJK Consulting Engineers GmbH is an independent, multi-discipline consultancy service supplier in engineering & manufacturing, process & business consulting, operational services to mining, metallurgical, oil & gas industries, project implementation services (green & brown field, turnarounds), dual vocational training.

As member of International Project Management Association (IPMA), Austrian Association of Consulting Engineers (ACA, FIDIC & EFAC), Austrian Society of Engineers & Architects (OIAV) it is our self-conception that clients' will receive first class service in the fields of the company's activities

### Job Description:

- advise on procurement strategy in the light of the beneficiary requirements;
- assist with establishing appropriate qualification criteria;
- advise the client and prepare technical specifications;
- assist to prepare tender documents, clarifications/explanations and other relevant information to facilitate preparation of the tender documents;
- assist with preparation of full maintenance contract, including both technical and commercial requirements;
- assist with clarifications and amendments to the tender documents, during tendering process;
- assist during tenders opening session and draft the tender opening minutes;
- assist with the evaluation of tenders and prepare evaluation report;
- assist with notification of contract award and notices to unsuccessful tenderers;
- support NAT in resolving complaints, if any;
- support the client in contract finalization

### Qualifications:

- 10 years' experience in the IFIs (or equivalent) procurement assignments (EBRD or the World Bank funded projects will be an advantage), preferably in the region of the Assignment, as well as other relevant knowledge and experience enabling to successfully:
- lead the assignment and oversee all aspects of preparation of technical specification and tender documents, providing support during the procurement process and contract finalization, evaluation of tenders and providing of procurement training;
- provide assistance to NAT during the whole procurement process;

- develop and implement the required documents and insure they are prepared in accordance with the international standards and Procurement Policies and Rules (“PP&R”).
- conduct a procurement workshop;.

**Personal qualities:**

- Must have solid interpersonal skills, and be able to work collaboratively and constructively in a dynamic and changing work environment, both individually and as part of a close team
- Must be eager to take on added responsibilities and leadership roles over time

**General information:**

HJK Consulting Engineers core values are represented by

- Clients Come First
- Diversity
- Expanding the Art of the Possible
- Integrity
- Partnership
- Respect for the Individual
- Shaping the Future
- Stewardship
- The Strategic Perspective
- Value Delivered