



Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We welcome applications from motivated individuals for the following post in the Western Balkans and Eastern Partnership in the frame of the RECONOMY program. The potential expected starting date is March 15, 2023.

PROCUREMENT AND FINANCE OFFICER 100% HELNETAS SWISS INTERCOOPERATION

In partnership with the Swedish International Development Cooperation Agency (Sida), HELNETAS Swiss Intercooperation is leading a regional inclusive economic development program, RECONOMY, in 12 countries in Eastern Partnership (Armenia, Azerbaijan, Georgia, Ukraine, Moldova, Belarus), and the Western Balkans (Kosovo, North Macedonia, Albania, Montenegro, Serbia, and Bosnia and Herzegovina). While the program is considered one for the 12 countries, the thematic focus for Western Balkans and Eastern Partnership countries slightly differs based on the economic and political dynamics of the region. What unites the program is the vision for change aiming at inclusive and green economic opportunities that build on common problems and common opportunities for the target group – women and youth, including the most disadvantaged and excluded.

The procurement and finance officer is responsible for overall quality assurance of the RECONOMY Program procurement activities, ensuring all procurement processes meet ethical standards, and comply with RECONOMY Finance Administrative Manual, Sida, and Helvetas regulations. As well as provides procurement expertise, consultation, and oversight to support procurement needs and requirements for the RECONOMY programme. Backstop and support the teams in ensuring compliance with the procurement standards by providing advice on the specific procurement processes and guide the organisation of it effectively and efficiently

MAIN TASKS

The key tasks related to the position advertised are as follows and are not limited to:

For the Procurement:

- 1) Responsible for the overall supervision, and quality assurance of the procurement processes for RECONOMY core activities and extended teams under Eastern Partnership and Western Balkans regional management of RECONOMY (EaP, WB)
- 2) Supervises and ensures compliance of the procedures and the rules and regulations of the FAM, ensuring its impartiality and transparency and providing technical support to parties involved in the procurement processes.
- 3) Provides procurement expertise, consultation, and oversight to support procurement needs and requirements for RECONOMY overall programme. Works and coordinates in close collaboration with the core and regional teams ensuring successful performance in Procurement processes.

- 4) Further improve internal operating procedures pertaining to procurement activities to ensure compliance with policies and procedures.
- 5) Support the team in developing the database of the suppliers of goods, services and products for the evidence-based supply of good value for money and competitive offers.
- 6) Provide guidance to the team and overview of the previous current, and upcoming procurements for goods, services, or works guides to obtain goods and services timely and at the best possible value/price ratio.

For the finance:

- 7) Responsible for the quality of the reporting from Implementing Partner. Ensuring quarterly and final financial project reports are received from project implementing Partners as per programme deadlines.
- 8) Controls and ensures that Implementing Partners financial transactions are correctly recorded in IT Finance App and align with RECONOMY organizational rules and processes. Coordinates closely with hub Finance/Admin officers and IPs finance staff to complete the reporting requirements and possible gaps.

YOUR QUALIFICATIONS

Essential qualifications, skills, and experience

- University degree in economics, finance, or other relevant disciplines.
- Very good spoken and written English. Able to communicate information clearly and concisely both internally and externally.
- Experience in finance and procurement
- High standard of Microsoft Excel and working knowledge of other Microsoft applications.
- Ability to work as part of a team and independently.

Desirable qualifications, skills, and experience

- Experience in international development financial administration.
- Experience in working with civil society and international and public institutions.
- Thorough knowledge of procurement regulations, functions, and management systems, business methods, markets, and purchasing practices
- Thorough knowledge of the international standards relating to public procurement
- Ability to research, analyze and develop solutions to complex issues, procedural and operational problems and communicate complex information, regulations, and policy, both orally and in written format
- Proven Monitoring and Evaluation experience.

WE OFFER YOU

Attractive working conditions in a dynamic team in an exciting regional MSD program with frequent travel in the Eastern Partnership and Western Balkans countries.

We look forward to receiving your expression of interest together with your updated CV by February 23, 2023. Please send your application [to easterneurope@helvetas.org](mailto:easterneurope@helvetas.org).