

**Ministry of Agriculture, Livestock and Irrigation**  
**Department of Rural Development (DRD)**  
**National Community Driven Development Project**  
**IDA Grant H814-MM**  
**Assignment Title: Technical Assistance Procurement Officer**  
**(12 Months each) Employment Contract with DRD**  
**Location: (1) position in each of (LayMyatNar and Ann) Townships**

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of its NCDD Project; website: (<http://cdd.drdmyanmar.org>), which is being implemented by Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock and Irrigation

**Introduction**

As the need for project implementation is growing strongly, the NCDD project is now looking for the Procurement Officer with adequate experience in the areas of Procurement role in project implementation who can effectively deliver Procurement role in sub-project implementation activity and Procurement training for technical assistance staff, township DRD CF/TF and village tract/ village Procurement committee in the respective townships.

The overall objective of the assignments is to support township DRD in all aspects of Procurement in project implementation according to the project manual.

**Main Tasks**

1. Assist DRD in carrying out day-to-day procurement activities at the township and community level according to the project's procurement procedures
2. Provide on-the-job procurement training to DRD staff, community facilitators and technical facilitators
3. Together with DRD procurement officers, organize and monitor procurement training for village tract project support committees, village sub-committees and village volunteers
4. Support and monitor the procurement sub-committees of the village development support committees in undertaking their duties
5. Prepare relevant inputs into the quarterly township progress reports
6. Support township DRD staff in the day to day administration, filing, record keeping and archiving of all documents related to procurement
7. Support the township DRD staff during procurement reviews and Bank implementation support missions.
8. Conduct procurement post reviews and prepare the findings and recommendations for the quarterly progress report

**Specific Qualifications**

Academic degree in engineering, management, business administration or related field and at least three years of working experience in procurement, preferably under development projects, or at least three years of relevant experience in procurement.

Two year NCDDP experience is preferable.

### **Time and location**

The contract will be signed under DRD employment agreement for a 12 months full time assignment, starting from March, 2017 (or as soon as contract negotiation has finalized) The consultant shall be base in the NCDDP Office in respective townships.

### **To Apply**

Application must be submitted in a written form to the address below (in person, or by mail, or by fax or by e-mail) by **February 27, 2017 (OR) until candidate identified**. The applicant should clearly mention the applying township and state names of the townships in his priorities. Further information may be obtained the address below during office hours from 0900 to 1600, Monday through Friday, except public holidays.

Attn: **U Kyaw Swa Aung** (Director)

NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation

Office No. 14, Nay Pyi Taw, Myanmar.

Tel & Fax: 067 - 409071

Email address: [unioncddprocurement@gmail.com](mailto:unioncddprocurement@gmail.com)

Contact to: Daw Thin Thin Aung (Upper Divisional Clerk)

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