The European Investment Fund (EIF) is seeking to recruit for its Strategic Planning and Analysis Division at its headquarters in Luxembourg:

**Procurement Officer**

Appointment will be made on the basis of a fixed term contract of three (3) years.

**Purpose**

The EIF, in its dealings with external providers, is committed to respecting the fundamental EU principles regarding public procurement, such as equal treatment, non-discrimination and transparency. In this context, Procurement Officers must ensure that the rules of the EIF Procurement Guide are complied with whenever the EIF procures services, supplies and/or works. The Procurement Officer will focus initially on administering new procurement procedures, ensuring that the EIF obtains value for money when purchasing services and supplies. In order to achieve this, s/he will liaise with the Requesters for ensuring that the content of the procurement documents complies with the applicable rules. S/he will also administer the procurement process, ensuring that the relevant notices are published in the Supplement to the Official Journal of the EU if need be and s/he will monitor all active contracts for administrative expenses.

**Operating Network**

The incumbent works under the supervision of the Senior Procurement Officer and reports to the Head of Financial Planning within the Strategic Planning and Analysis Division (SPA). S/he will also work in close cooperation with internal Requesters (divisions/departments purchasing services or supplies), Legal and Compliance.

**Accountabilities**

The Procurement Officer will be responsible for:

- providing support to the Requesters on the design and structuring of calls for tenders;
- drafting the associated procurement documents, in particular the Terms of Reference (technical specifications, criteria, etc.);
- preparing and administering all procurement procedures, mainly in relation to the purchase of services;
- in case of competitive procedures, chairing the evaluation panels and drafting the related evaluation sheets, reports and note for approval;
- cooperating actively with the Compliance and Corporate Legal Units, taking a solution-focused approach;
- monitoring all active contracts, including call-offs under a framework agreement;
- ensuring that procurement activities are performed in an effective way, in line with EIF’s interests and in compliance with the relevant legal framework (EIF rules based on EU Dir. 2014/24/EU and EIF procedures).

**Qualifications**

- Law degree, with a specialisation in European law and, ideally in the field of procurement;
- At least 3 years of recent and relevant experience in procurement’s administration, preferably within a European body or a multilateral organisation;
- Proven track record in contract management;
- In-depth knowledge of latest EU public procurement and remedies directives;
- Expertise in drafting procurement related documents, notably the Terms of Reference and evaluation documents;
- Experience in the use of procurement IT solutions such as eNotices and eTendering;
- Proficiency in standard office applications including Word, Excel and PowerPoint;
- Excellent knowledge of written and spoken English; knowledge of other EU languages would be an advantage.
Only applications from nationals/passport holders of the Member States of the European Union are considered as well as citizens from acceding countries. (Countries that have signed the treaty of accession* obtain the status of 'acceding countries' and are expected to become full member states on the date set out in the treaty). Nationals of the candidate countries whose accession negotiations have started may be also considered subject to specific conditions. For detailed information candidates may find further information on www.eif.org

Competencies

- Excellent communication skills both verbal and written, in English;
- Excellent negotiation and report writing skills;
- Very good analytical and problem-solving skills as well as critical advice capability;
- Well-organised, with the ability to prioritise and meet short deadlines;
- Quality focus and strong sense of ethics with the ability to keep sensitive information confidential.

Deadline for applications: 31st August 2018

* Due to high volume of applications, only candidates selected for interviews will be contacted.

Please submit your application directly on our career website: http://www.eif.org/jobs/
Post reference number: 105224