

# CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



## Programme for Building Regional Climate Capacity in the Caribbean

### APPLICATION PROCESS

<b>Application Deadline</b>	31 October 2014
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Applications (Cover letter, curriculum vitae, certificates, list of publications, short outline of research and development ideas, and the contact information for two professional referees) should be addressed to:

David A. Farrell, Ph.D., P.G.  
Principal  
Caribbean Institute for Meteorology and Hydrology  
Husbands  
St. James BB23006  
Barbados

Applications can be sent via email to [hrdept@cimh.edu.bb](mailto:hrdept@cimh.edu.bb) with **BRCCC-2014 Procurement Specialist** in the Subject Line

# CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



## Programme for Building Regional Climate Capacity in the Caribbean

### PROCUREMENT SPECIALIST

### TERMS OF REFERENCE (TOR)

#### 1. INTRODUCTION

Climate change and increasing climate variability and their potential impacts have boosted society's demand for tailored climate products and services. The delivery of critical climate services related to climate change and climate variability in a sustained timely manner requires computational power, model research and know-how, IT expertise, interpretation capabilities and national, regional and international collaborations.

The programme Building Regional Climate Capacity in the Caribbean is being funded by the generous support of the American people through the United States Agency for International Development (USAID), delivered by World Meteorological Organization and implemented by the Caribbean Institute for Meteorology and Hydrology (CIMH). The funding will assist the CIMH in building its institutional and regional capacity to sustainably deliver climate services to the Caribbean region in order to become the WMO designated Regional Climate Centre (RCC) for the Caribbean.

#### 2. ABOUT THE CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY

The CIMH is an Institution of the Caribbean Community and the technical Organ of the Caribbean Meteorological Organization. The mandate of the CIMH is to assist in improving and developing the Meteorological and Hydrological Services as well as providing the awareness of the benefits of Meteorology and Hydrology for the economic well-being of the CIMH member states. This is achieved through training, research, investigations, and the provision of related specialized services and advice.

In achieving its mandate, the CIMH has established an affiliation with the University of the West Indies where its primary responsibility is the delivery of the B.Sc. programme in Meteorology in the

Faculty of Pure and Applied Sciences. The CIMH is also recognized by the World Meteorological Organization (WMO) as:

- The WMO Regional Training Centre in the Caribbean for Meteorology and Hydrology and related disciplines.
- A Regional Instrument Centre for the Caribbean.
- Centre of Excellence in Satellite Meteorology Training;
- The WMO Regional Climate Centre for the Caribbean.

In addition, the CIMH is a repository for the climate data from CMO Member States. The CIMH is also an important Caribbean centre for research and development related to Meteorology, Hydrology, Agro-Meteorology and Climate in the Caribbean. The CIMH is active in such areas of hydrological risk impacts forecasting and agricultural risks forecasting. The CIMH has strong collaborations with other Regional Institutions, national organizations in CMO Member States and the international community

### **3. DESCRIPTION**

The CIMH is seeking to recruit a **Procurement Specialist** to support the development and implementation of a procurement strategy for the BRCCC Programme and the broader needs of the CIMH.

### **4. DUTIES AND RESPONSIBILITIES**

The Procurement Specialist will (i) support procurements under the BRCCC programme and (ii) support strengthening of the CIMH procurement programme to bring it in line with donor and international standards.

Specific duties include:

- Supporting procurements under the BRCCC project;
- Designing and overseeing the implementation and maintenance of procurement processes and system and accompanying manuals and guidelines clearly outlining roles and responsibilities;
- Developing and overseeing the implementation of guidelines for the supervision, management and monitoring contracts for goods and services including receipt, review and clearance of deliveries and clearance of payments;
- Coordinating the development of procurement strategies that will guarantee the delivery of high quality goods and services in a timely fashion in line with planned activities;
- Ensuring that the implementation of all procurement provisions in Grants, Agreements and Memorandum of Understanding (MoUs);
- Ensuring proper tendering and bidding procedures including submissions to Senior Management, when needed;
- Resolving any procurement related issues proactively;
- Supervising and training of CIMH staff in the implementation and use of the procedures;
- Any other duties as assigned by management.

## **5. PROFESSIONAL REQUIREMENTS**

The successful candidate should possess at a minimum a Bachelors Degree in Procurement or a related field. A post graduate qualification in a procurement related field will be an asset. The candidate should possess a proven track record working in the procurement field in governmental, public non-governmental or private organizations, with at least seven (7) years professional experience in the field of Procurement preferably in Member States of the Caribbean Meteorological Organization (CMO).

## **6. ADDITIONAL REQUIREMENTS**

The successful candidate should be (i) performance driven, (ii) able to work independently, (iii) able to function in a highly dynamic and collaborative work environment and (iv) able to work effectively with diverse stakeholders including persons from local communities, civil society, social scientists, natural scientists and sector specialists.

It is expected that the successful candidate will be able to demonstrate:

- Excellent writing, editing and oral communication skills;
- Experience working in a multi-cultural environment;
- Excellent interpersonal and communication skills;
- Ability to meet deadlines and prioritize multiple tasks;
- Ability to manage and focus an interdisciplinary team;
- Interacts effectively with all levels in the organization including senior management;
- Identifies opportunities and builds strong relationships with stakeholders, partners and users;
- IT skills, particularly experience in Microsoft Office products (MS Word, Excel Power Point, MS Project, Internet Explorer etc.;
- Effective decision making skills.

## **7. REMUNERATION & BENEFITS**

The compensation will be commensurate with academic background and experience. The ideal candidate should be a mid-career professional. A non-contributory medical plan is being offered.

## **8. DURATION & EXPECTED START DATE**

The position is available for **2 years**, starting preferably in **January, 2015** or as soon as possible thereafter.

## **9. PLACE OF WORK**

The candidate is expected to reside in Barbados during the period of employment under the project. The CIMH is an equal opportunity employer.