

DEPARTMENT OF PROVINCIAL AND LOCAL-LEVEL GOVERNMENT AFFAIRS
RURAL SERVICE DELIVERY PROJECT - PHASE 2

Terms of Reference (ToR) - Senior Procurement & Contract Management Officer, RSDP-2

Position No. **PMU0007** · Project Management Unit (PMU) · Reports to: Project Manager · Duty station: Port Moresby, National Capital District

Position summary

The Senior Procurement and Contract Management Officer (SPCMO) for the Rural Service Delivery Project (RSDP) is responsible for coordinating the overall project procurement and logistics in delivering basic community projects, ensuring strict adherence to World Bank and Government of Papua New Guinea (PNG) procurement guidelines. The SPCMO will lead all procurement activities within the Project Management Unit (PMU), providing expert guidance and oversight to ensure efficiency, transparency, and compliance throughout the procurement lifecycle. This role is critical to the successful and timely implementation of RSDP activities, contributing directly to the project's objectives of delivering essential services to rural communities in PNG.

Key responsibilities and duties

The PMU Senior Procurement and Contract Management Officer will report to the Project Manager and undertake the following key responsibilities and duties:

Procurement Planning and Strategy:

- Develop, update, and manage the project's Procurement Plan in close coordination with the Project Manager and relevant technical teams, ensuring alignment with project objectives and World Bank procurement frameworks.
- Provide strategic advice on procurement methods, packaging of contracts, and market approaches to optimize efficiency and value for money in the delivery of basic community projects
- Ensure all agreed Action Plan relating to key activities for procurement are completed within stipulated timelines.

Compliance and Guidelines Adherence:

- Ensure World Bank & Government of PNG procurement guidelines are strictly followed in all transactions using Rural Service Delivery Project funds.
- This includes adherence to the World Bank's "Procurement Regulations for IPF Borrowers" and relevant PNG public finance and procurement laws and regulations
- Conduct regular reviews and internal audits of procurement processes and documentation to ensure full compliance and identify areas for improvement.

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- Provide training and guidance to PMU staff and provincial project offices on World Bank and PNG procurement procedures and requirements.

Procurement Process Management:

- Lead and manage the entire procurement cycle for goods, works, and consulting services, from preparation of bidding documents/Requests for Proposals (RFPs) to contract award and management.
- Oversee the preparation of Terms of Reference (ToRs), Specifications, Bills of Quantities (BoQs), and cost estimates in collaboration with technical specialists.
- Manage the advertisement, bid/proposal submission, evaluation, and contract negotiation processes, ensuring fairness, transparency, and competitiveness.
- Facilitate the timely submission of procurement documents to the World Bank for "No Objection" as required by the Procurement Plan and Loan Agreement.

World Bank STEP System Management:

- Ensure all implementation activities for RSDP Procurement tasks are submitted and data uploaded onto World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system accurately and in a timely manner. This includes updating procurement plans, contract awards, and progress reports.
- Regularly monitor and reconcile procurement data in STEP with physical progress and financial disbursements.

Contract Management Support:

- Work closely with the Project Manager and technical teams to support effective contract administration, including monitoring contractor performance, managing variations, and facilitating timely payments in accordance with contract terms.
- Address and resolve procurement-related issues and disputes that may arise during contract implementation.

Asset Management:

- Ensure all asset registry is updated including those at Provincial Project Offices, maintaining accurate records of all project-funded assets, their location, condition, and depreciation.
- Implement robust asset tracking and management procedures in line with World Bank and PNG government requirements.

Reporting and Documentation:

- Prepare comprehensive procurement reports, including progress reports, status updates, and ad-hoc reports as required by the Project Manager, World Bank, and Government of PNG.

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- Maintain a well-organized and complete filing system for all procurement records, both physical and electronic, ensuring easy accessibility for audits and reviews.

Capacity Building and Mentorship:

- Provide mentorship and on-the-job training to junior procurement staff and relevant project personnel to enhance their understanding and application of procurement procedures.
- Stay abreast of changes in World Bank procurement policies and best international practices, disseminating relevant information to the PMU team.

General Duties:

- Ensure all assigned tasks are completed efficiently, effectively, and within established deadlines.
- Actively participate in PMU meetings and contribute to overall project planning and implementation discussions.
- Perform any other duties as assigned by the Project Manager relevant to the successful execution of the RSDP.

Qualifications and experience

Education

A Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Law, Engineering, or a related field. Degree or professional certification is highly desirable.

Experience

- Progressive experience in public procurement, with at least 5 years specifically working on World Bank-funded projects or other internationally financed development projects.
- Demonstrated in-depth knowledge and practical experience with World Bank Procurement Regulations for IPF Borrowers (or equivalent MDB procurement guidelines).
- Strong understanding of PNG public finance and procurement laws and regulations.
- Proven experience in managing the full procurement cycle for goods, works, and consulting services.
- Experience in using the World Bank STEP system is essential.
- Experience in asset management and logistics coordination is an advantage.

Skills

- Excellent analytical, organizational, and problem-solving skills.
- Strong communication (written and verbal) and interpersonal skills, with the ability to work effectively in a multicultural team environment.

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- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and procurement management software.
- Ability to work independently, prioritize tasks, and meet deadlines under pressure.
- High level of integrity and ethical conduct.

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How to Apply

Senior Procurement & Contract Management Officer · Position No. **PMU0007** · Rural Service Delivery Project – Phase 2 (RSDP-2)

CLOSING DATE FOR APPLICATIONS

Friday, 9 October 2026, 4:06 pm

Papua New Guinea time. Late applications will not be accepted. Only shortlisted applicants will be contacted.

Interested applicants may submit their applications using either of the two methods below. Applications must be received by the specified closing date and time.

The Expression of Interest (EOI) Letter must address the selection criteria outlined in the Terms of Reference (TOR) and demonstrate the applicant's relevant qualifications and experience.

Only shortlisted applicants will be contacted.

Every application must include: Curriculum vitae (CV); Expression of interest / cover letter.

1 By hand delivery

Submit your application in a sealed envelope clearly marked: "Application – Senior Procurement & Contract Management Officer (NC-007)". The application must include your Expression of Interest (EOI) Letter and an undated Curriculum Vitae (CV) and be delivered to the address below.

Rural Service Delivery Project (RSDP-2)
Department of Provincial and Local-Level Government Affairs
Level 1, Right Wing, Morauta Haus, Waigani
Post Office Box 1287, BOROKO, NCD
Papua New Guinea
Tel: (675) 3011054 / 3235141

2 Online, through the RSDP-2 job application portal

Apply through the RSDP II online job application portal. Applicants will be required to verify their email address using a 6-digit verification code, complete the online application form, and upload the required documents.

Upload requirements:

- CV and EOI Letter: PDF, DOC or DOCX
- Maximum file size: 5 MB per file
- Only one application per applicant will be accepted for this position.

Applicants who successfully submit an online application will receive an application reference by email.

View the position vacant: <https://www.rsd-png.com/careers/pmu0007>

Apply online: <https://www.rsd-png.com/careers/pmu0007/apply>

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Scan to download the ToR

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Scan to apply online

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