

# MCA – Cape Verde II: Announcement

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## Introduction

The U.S. Government's Millennium Challenge Corporation (MCC) signed a five-year, \$66.2 million compact with the Government of Cape Verde in February 2012 to reduce poverty through economic growth. The \$41.1 million Water, Sanitation, and Hygiene (WASH) Project is designed to establish a financially sound, transparent and accountable institutional basis for the delivery of water and sanitation services to Cape Verdean households and businesses. The \$17.3 million Land Management for Investment Project is expected to improve Cape Verde's investment climate by refining the legal, institutional and procedural environment to create conditions for increased reliability of land information, greater efficiency in land administration transactions, and strengthened protection of land rights; developing and implementing a new land information management system; and clarifying parcel rights and boundaries on targeted islands with high investment potential.

## Positions and Requirements

The Government of Cape Verde has now setup MCA-Cape Verde II for the purposes of implementing the second MCA Compact. Following the recruitment process for the Management Unit of the MCA – Cape Verde II, two positions remained to be filled. These are (i) **Land Project Director** and (ii) **Procurement Specialist**. Interested candidates with the required qualifications and experience are encouraged to apply. The positions descriptions and requirements are in the next section.

To be considered, candidates must submit the following information:

- Cover letter (maximum one page) addressing candidate's ability to perform duties and responsibilities as stated in the position description above.
- Curriculum Vitae (not to exceed three pages excluding publications, if applicable) stating the applicant's educational background including degree(s) obtained, professional experience in reverse chronological order, language proficiency, and any other relevant professional information.
- Names and contact information (telephone number(s) and email address) of three professional references. Please clearly state the relationship of the professional reference to the candidate (e.g., supervisor, former colleague, other).

Deadline for receipt of the aforementioned information is **22 June 2012 at 17:00** in Praia, Cape Verde. Complete application packages must be expedited by email to: [mca2@minfin.gov.cv](mailto:mca2@minfin.gov.cv). Your email should specify the position name for which you are applying in the subject line of the email message. You should also submit the application materials in PDF format. Applications submitted by other means will not be accepted.

The cover letter and curriculum vitae must be submitted in Portuguese. Short-listed candidates will be contacted for interviews. Questions and/or phone inquiries from applicants prior to formation of the short-list will not be accepted.

## Position Descriptions and Qualifications

### LAND MANAGEMENT FOR INVESTMENT PROJECT DIRECTOR

The Land Project Director (LPD) will be responsible for leadership of overall Land Management for Investment Project (Land Project) implementation. S/he will be responsible to maintain schedule, update and revise scope as needed, allocate resources, manage risks, and ensure quality of the project. S/he will be able to manage multiple contractors (firms and individuals) spanning diverse technical specialties. S/he must be able to work with a broad cross section of stakeholders, and Implementing Entities, and have an ability to build consensus. S/he must be able to work with the highest levels of government on sensitive issues and reforms, and will be accountable for project results.

#### Duties

- Provide strategic leadership of the Government's implementation of the Land Project.
- Facilitate effective inter-institutional coordination among national and municipal institutions and private sector institutions, to achieve implementation results
- Lead the development of terms of reference for procurement of technical services to support project implementation; provide technical oversight of procurement processes/participation as necessary
- Develop and maintain work plans, M&E plans, procurement plans, and budgets for the Land Project.
- Assure compliance of national and municipal institutions with agreed Implementing Entity Agreements; provide advisory support to these institutions to enable them to adequately manage project implementation tasks.
- Oversee execution and performance of all Land Project contracts signed by MCA Cape Verde; build and maintain effective, results-oriented relationships with all Project contractors.
- Prepare quarterly progress reports to be presented by the Managing Director to the Steering Committee with inputs provided by the implementing entities and contractors.
- Review cost estimates prepared by implementers and contractors.
- Verify technical conformity of services and deliverables with contract terms and specifications for purposes of approving payment, in conjunction with relevant implementing entities.
- Collaborate with the Senior Economist/Monitoring and Evaluation manager in relevant M&E tasks.
- Regularly visit project sites included under the Land Project to monitor project implementation.

#### Qualifications and Experience

- Degree in Geography, Economics, Law, Public Administration, Business Administration, or other fields related to the Land Management for Investment Project.
- Expertise in strategic management and inter-institutional coordination for results.

- At least 5 years of professional experience in the private or public sector or with development programs.
- Knowledge and experience related to land administration and land management. Knowledge and experience in legal, policy and institutional reforms.
- Experience identifying and leading processes of institutional change.
- Excellent communication skills and ability to communicate effectively with a range of stakeholders, including public and private sector executives at the highest levels Experience managing contractors or consultants and communicating effectively with them
- Budget management experience
- Willingness to undertake regular field visits and interact with the different stakeholders.
- Computer skills in word processing, spreadsheet, Internet, and some familiarity with project management software.
- Written and oral fluency in Portuguese and English.

## **PROCUREMENT SPECIALIST**

Reporting to the MCA-Cape Verde Procurement Manager, the Procurement Specialist will support him/her in organizing, managing and conducting procurement operations for the implementation of the MCA Program.

### Duties

- Under the supervision of the Procurement Manager, implement the Compact procurement program and discharge the responsibilities of the MCA Procurement Unit as Procurement Agent for MCA-Cape Verde.
- Provide procurement support during project preparation and project implementation (including prior and post reviews of all procurement documents and decisions).
- Assist the Procurement Manager in procurement capacity-building activities.
- Prepare, coordinate, and update procurement plans.
- Preparation of Bid Documents, Requests for Proposals, Requests for Qualifications, and Expressions of Interest.
- Managing the process of evaluating bids, proposals, and qualifications; as well as the preparation of all technical evaluation reports, combined technical and financial reports, minutes of negotiations, draft contracts, and proposed addenda.
- Review and handle the technical, commercial, and legal aspects of procurement (in consultation with project directors and the Administrative and Finance Manager as necessary) at all stages of the projects.
- Provide operational advice to MCA Managing Unit staff on concepts, policies, and procedures for international and local procurement.
- Evaluate institutional capacity of implementing entities and develop suitable procurement plans.
- Support the Procurement Manager in the design and conduct of workshops to educate implementing entities in MCC Program Procurement Guidelines, Contract Administration, and awareness and prevention of Fraud and Corruption.

- Maintain the procurement archive and files and the procurement monitoring and reporting system.
- Assist Procurement Manager in preparation of the Procurement Performance Report.
- Work on procurement matters as delegated by the Procurement Manager and the Managing Director.

#### Qualifications and Experience

- Degree in Procurement, Logistics, Business, Management, Finance, Accounting, Law, Economics, Public Administration, or related field.
- Professional procurement and logistics qualifications or specialized training.
- At least three years of experience administering procurements in accordance with international standards.
- Knowledge of international best practices in procurement procedures, project administration, contract procedures, and project follow-up.
- Experience negotiating and administering contracts for procurements and managing vendor relationships.
- Demonstrated ability to develop, follow and document adherence to procurement and acquisition guidelines.
- Excellent communication and interpersonal skills and experience in working with high-level government officials and business executives.
- Superior organizational and time management skills.
- Written and oral fluency in both Portuguese and English.
- Computer skills in word processing and spreadsheet.