

Millennium Challenge Corporation
Program Procurement Guidance

Guidance on Hiring the Procurement Director

August 2007



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Job Description and Function

The Procurement Director is responsible for managing the flow of procurement activity to implement the MCC compact¹ by the MCA Entity². The primary function of the Procurement Director is to coordinate the functions performed by the Procurement Agent(s),³ MCC and any individual or entity who has or manages a procurement contract. The Procurement Director ensures that all procurement transactions are implemented in accordance with the MCC Program Procurement Guidelines, consolidates and keeps records of all procurement activity, and reports on the progress of this activity.

The Procurement Director works under the supervision of the chief executive officer of the MCA Entity. She/He serves as the primary liaison between the Procurement Agent(s), MCC and outside entities from a variety of specialized sectors on all procurement activities and facilitates the smooth interplay between and among all elements of the procurement process. A key aspect of this function involves synchronizing the substance and process elements of procurement activities. In addition, the Procurement Director will:

- Coordinate the functions of the MCA Entity and the Procurement Agent(s) in implementing the program, including identifying initial procurement needs and organizing procurement operations.
- Review the *Solicitation Documents*,⁴ *Procurement Plans*,⁵ *Procurement Implementation Plans*,⁶ *Procurement Performance Reports*⁷ and all other required documents prepared by the Procurement Agent(s) and recommend any necessary changes or improvements to ensure they comply with the MCC procurement principles and the MCC Program Procurement Guidelines and that they respond to the procurement needs of the MCA Entity.
- Review the *Procurement Operations Manual* prepared by the Procurement Agent(s) and recommend any necessary changes or improvements to ensure it responds to the operational reality of the MCA Entity.

¹ The Millennium Challenge Corporation (“MCC”) provides funding to foreign governments under the authority of Section 605 of the Millennium Challenge Act of 2003 (the “MCA”) (each a “Compact”) or under Section 609(g) of the MCA (each a “609g Grant Agreement”). The MCC Program Procurement Guidelines are set out in supplemental agreements between the MCC and foreign governments and apply to MCC-funded contracts between the MCA Entity and contractors, suppliers and consultants. Contracts entered into directly by MCC are governed by the Federal Acquisition Regulations, not the MCC Program Procurement Guidelines.

² The MCA Entity is the entity designated by the government of the country receiving assistance from the Millennium Challenge Account as responsible for the oversight and management of implementation of the Compact on behalf of the government.

³ MCC Program Procurement Guidelines Part 1, Section 1.A, Paragraph 3.10; MCC Program Procurement Guidelines Part 1, Section 1.B, Paragraph 3.17.

⁴ MCC Program Procurement Guidelines, Part 3.

⁵ MCC Program Procurement Guidelines Part 1, Section 1.A, Paragraph 1.16.1-1.16.3; MCC Program Procurement Guidelines Part 1, Section 1.B, Paragraph 1.24.1-1.24.3.

⁶ See MCC Guidance on Procurement Implementation Plans.

⁷ See MCC Guidance on Preparing the Procurement Performance Report.

Ensure that the Procurement Agent(s) act consistently with the approved Procurement Operations Manual.

- Monitor compliance by the Procurement Agent(s) with all the rules and procedures of the MCC Program Procurement Guidelines.
- Support the chief executive officer and the other management of the MCA Entity in maintaining the integrity and confidentiality of the procurement process.
- Facilitate the preparation and submission to the Procurement Agent(s) of necessary procurement documents by the technical staff of the MCA Entity. Serve as the bridge between technical staff and procurement staff.
- Assist the MCA Entity staff on aspects of contract administration.
- Review reports submitted by the Procurement Agent(s).
- Manage the members of the MCA Entity procurement team.
- Approve procurement decisions as set out in the MCC Program Procurement Guidelines, Attachment 1.
- Prepare MCA Entity procurement related reports for submission to MCC.
- Perform other tasks and responsibilities as requested by the chief executive officer of the MCA Entity.

Required Qualifications and Experience

- University degree in business administration, public administration, finance, law, international development , or related field
- Approximately 7 to 8 years experience developing and managing procurements in systems applying international standards
- Ability to coordinate with numerous distinct entities in overseeing and reporting on procurement activities
- Familiarity and/or experience with International Donor Institutions' procurement guidelines and procedures, particularly those of the World Bank and/or US Government
- Strong computer skills with Microsoft Office applications (Word, Excel, PowerPoint)
- Oral and written fluency in English (U.S. Government Level 4)

- Demonstrated ability to work collaboratively with domestic and international stakeholders and counterparts
- Superior organizational and time management skills