



## INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT (IGAD)

### VACANCY ANNOUNCEMENT

<b>Position Title:</b>	<b>Procurement Specialist</b>
<b>Positions:</b>	<b>One</b>
<b>Reference:</b>	<b>HDMI – PE – 2026</b>
<b>Project:</b>	<b>Horn of Africa Digital Market Integration Project, Phase 1</b>
<b>Organisational Unit:</b>	<b>Economic Cooperation and Regional Integration Division</b>
<b>Duty Station:</b>	<b>Djibouti, with frequent travel in the IGAD region</b>
<b>Applications Deadline:</b>	<b>20<sup>th</sup> April 2026</b>
<b>Expected Start Date:</b>	<b>1<sup>st</sup> July 2026</b>

#### 1. Contextual Background

The Horn of Africa Digital Market Integration (*HDMI*) Project - Phase 1, is a multinational intervention financed through grant funding by the African Development Bank (*AfDB*), under the Transition Support Facility (*TSF*) Pillar III (*Targeted Support Window*), African Development Fund (*ADF*) under the 15 regional envelop/regional public goods and in-kind counterpart contribution by the Intergovernmental Authority on Development (*IGAD*). The project is under implementation since February 2023 and has a duration of 43 months.

The project is executed by the IGAD Secretariat through the HDMI Project Implementation Unit (*PIU*). The PIU functionally and administratively operates under the Economic Cooperation and Regional Integration Division (*ECRID*) of the IGAD Secretariat, located in Djibouti. Implementation of the project is oversighted by a designated Project Steering Committee.

The HDMI project - Phase 1 directly supports four countries in the IGAD region (*Djibouti, Ethiopia, Somalia & South Sudan*) in accelerating regional integration agenda, by strengthening development of more deeply integrated economies across the region. Establishment of a single digital market across the IGAD region will stimulate the regional economies through reduction of transaction costs, mainly for three economic operators: individuals, companies and governments.

The project is aligned to the African Union Digital Transformation Strategy for Africa (*2020-2030*), the AfDB's High 5 priorities, notably '*Improve the Quality of Life for the People of Africa*', as well as the AfDB's Eastern Africa Regional Integration Strategy Paper (*2023-2027*),

the Horn of Africa Initiative (*HoAI*) especially Pillar 1 (*Regional Infrastructure Connectivity*) and Pillar 2 (*Economic & Trade Integration*), IGAD's Vision 2050, medium-term strategy (2026-2030) and Regional Infrastructure Master Plan (*IRIMP*), and relevant country strategies of the indirect beneficiary countries.

Ratification of the African Continental Free Trade Area (*AfCFTA*) agreement by majority of the African Union Member States, revitalises possibility of new continental market of about 1.5 billion people. The continental market will open new avenues for businesses and new jobs, especially for youth and women. Development of integrated digital markets solutions will support implementation of the AfCFTA, which is a key tool available to African economies for economic growth and development.

Specifically, the project seeks to implement robust, secure and reliable digital trade and e-commerce enablers, promote digital economy and trust substrates and fill gaps with regards to digital ecosystem (*cybersecurity, data protection & exchanges and digital transactions*). With this phased operation, the gradual development of an integrated regional market in the digital sector will allow the IGAD region population to trade more easily. This will facilitate competitiveness and expansion of the local industry that will meet these new needs (*manufacturing, in particular*), thanks to the middle-class widening and maintaining value creation and jobs for youth on site by improving sub-regional competitiveness, which will attract more capital to support innovation and digital entrepreneurship.

The HDMI Project - Phase I, is structured in four components: Component A - digital trade and e-commerce enablers, which contributes towards enabling trade and commerce using electronic and digital-based solutions. Digital tools are critical to success of firms, as digitalisation reduces transaction costs, helps small and medium sized enterprises integrate into local and global economies and facilitates access to resources including finance, Component B - data economy and digital trust promotion, which supports promotion of digital financial services through government payment systems, to ensure reliability of cash in and out processes of public resources, Component C - support actions, which complements and provides support to implementation of the previous components, and Component D - project management, which comprises management, quality control and supervision of the project.

## **2. Objective of the Position**

IGAD intends to recruit a Procurement Specialist, who will support the HDMI PIU. Under the overall guidance of the HDMI Project Coordinator and direction of the IGAD's Director of ECRID, the Procurement Specialist will support implementation of the HDMI project. He/she will provide leadership and support on all procurement related matters to the PIU, towards realisation of the project objectives.

## **3. Key Roles and Responsibilities**

Reporting to the Project Coordinator, the Procurement Specialist shall be responsible for the

following:

### **KRA 1: Project Planning**

**Result Statement:** Ensure effective planning of project activities, by providing technical leadership in developing procurement plans and providing functional guidance to the project team.

#### **Key Responsibilities:**

- In consultation with the Project Coordinator, he/she will prepare, update, implement and monitor the Project Procurement Plan.
- Carry out regular market assessments to maintain accurate knowledge of market prices for most common goods and services.
- Provide procurement advice to the HDMI Project team and ensure compliance of internal control requirements by team members.

### **KRA 2: Project Implementation Support**

**Result Statement:** Ensure effective execution of project activities, by supporting day-to-day implementation processes.

- Review technical specifications and Terms of Reference (*ToRs*), to ensure completeness, accuracy and compliance with quality standards and support during contract negotiations.
- Prepare bidding documents required to facilitate procurement operations, including requests for quotation, requests for Expressions of Interest, Procurement Notices, Bidding documents, Tender Evaluation Reports, contracts and other related documents.
- Undertake procurement of goods and services in accordance with the IGAD's and AfDB's procurement guidelines, as stipulated in the Project Protocol of Agreement and Appraisal Report and provide ongoing monitoring as required.
- Participate in evaluation of proposals, bids and related task on the Project, as may be required by IGAD and in accordance with its internal procurement policies, manuals, and guidelines.
- Prepare minutes and reports of Procurement Committee meetings.
- Draft, negotiate and finalize all types of contractual correspondence and documents.
- Participate in project implementation meetings with the AfDB's task team and IGAD.

### **KRA 3: Contracts Management Support**

**Result Statement:** Oversee entire lifecycle of contracts with suppliers/service providers, to ensure that the project receives the goods and/or services in compliance with the terms of the contracts and value for money principle as stipulated by the AfDB, as well as verifying invoices and other related documents before effecting payments for goods delivered/services rendered.

- Prepare status reports on procurement activities and contract management tables

monthly.

- Develop tools for capturing procurement data and identifying progress towards achievement of procurement schedules, including updating and maintaining procurement records and filing system in accordance with the IGAD's policy.
- Expeditiously follow up supply of goods and services and forward certified invoices to Accounts for prompt payment.
- Perform any other project-related procurement activities, as may be requested by the Project Coordinator, from time to time.

#### **4. Duration and Location of the Assignment**

The candidate will be assigned for a period of one-year with a possibility of extension, based on satisfactory performance and availability of budget. He/he is expected to work full time at the duty station in Djibouti, with frequent travel in the IGAD region and occasionally outside the region.

#### **5. Required Qualifications and Experience**

##### ***5.1 Academic and Professional Qualifications***

- A Master's degree in procurement or supply chain management or public administration, Business Administration, law or any other relevant field, including training in procurement or related subject, or other relevant/related fields.
- Professional certification in procurement or supply chain management is required.

##### ***5.2 Professional Work Experience***

- At least six (6) years of relevant work experience of procurement delivery in projects funded by the African Development Bank (*AfDB*).
- Consideration will also be given to candidates with similar experience in other multilateral development institutions/international partner, including the World Bank, European Union and/or by national public funds.
- Understanding of procurement principles and the AfDB's and IGAD's procurement policies, rules and procedures is required.

##### ***5.3 Skills and Competencies***

- Excellent interpersonal skills and demonstrated ability to communicate effectively.
- Ability to work under pressure and prioritize in a dynamic, international and multicultural setting.
- Proficiency in using Microsoft Office suite (*Word, Excel, PowerPoint*), including excellent web navigation skills.
- Strong interpersonal and communication skills with ability to build and sustain relationships with the project's key stakeholders (*internal / external / bilateral / multilateral / public / private / civil society*) in a multicultural environment.
- Excellent analytical skills and report writing.
- Creative and practical approach to problem-solving.

#### **5.4 Language Requirements**

Proficiency in English language is required (*oral and written*). Basic knowledge of French language is a plus.

#### **6. Remuneration**

Negotiable within the IGAD's salary scale and policy, based on the recommended applicant's qualification and experience.

#### **7. How to Apply**

Only candidates from the IGAD Member States are eligible to apply for this position.

Interested candidates should send their applications in PDF format accompanied by a **cover letter, curriculum vitae, copies of academic credentials, copy of passport's biometric page / national identity card and three reference persons including one from the last employer.**

Applications should be submitted via email to the addresses: [recruitment@igad.int](mailto:recruitment@igad.int) with the subject line: '**HDMI – PE – 2026**'

Closing date for submission of applications is on **20<sup>th</sup> April 2026**, at or before **11:59 pm, Djibouti time zone (GMT+3)**.

Due to anticipated large number of applications, only successful candidates who meet the required experience and qualifications for this position will be contacted.

**IGAD is an equal opportunity employer. Qualified female candidates are highly encouraged to apply.**