SOGESART

TERMS OF REFERENCE (TOR)

Head of Procurement Unit

Type of Contract: Indefinite term

Background

The Sambangalou Energy and Transmission Network Management Company (SOGESART) is an inter-State public company of the Gambia River Basin Development Organisation (OMVG). It is responsible for the management, operation, maintenance and optimisation of the hydroelectric facilities and transmission network infrastructure forming part of the assets of the OMVG Energy Project.

SOGESART was established on 29 January 2016 in Addis Ababa, Ethiopia, by the OMVG Member States (The Gambia, Guinea, Guinea-Bissau and Senegal). The Company became operational in June 2025 following the appointment of its governing bodies.

SOGESART's operational success depends on the effective structuring of its human resources and internal organisation. In this regard, its three-year recruitment plan is being implemented in a phased manner to support its deployment and operational effectiveness. It is within this framework that SOGESART is recruiting a Head of the Procurement Unit.

Reporting Line

The Head of the Procurement Unit shall report to the Managing Director and shall coordinate all procurement activities of the Company.

Key Duties and Responsibilities

The Head of the Procurement Unit shall be responsible for managing the entire procurement process and overseeing the administrative follow-up of contract implementation. He/She shall organise the administrative and legal management of the Company's procurement activities, including works, goods, services, consultancy services, maintenance and servicing contracts.

In this capacity, the successful candidate shall, in particular:

- Develop and implement the annual procurement plan;
- Coordinate tendering procedures, bid opening sessions, bid evaluations and contract award procedures;
- Contribute to the optimisation of procurement procedures and supplier management;
- Prepare bidding documents and contractual documents in collaboration with the Company's departments and reporting units;
- Prepare and monitor procurement procedures;
- Participate in the evaluation of bids and suppliers;
- Manage and maintain procurement records and documentation;
- Monitor purchase orders, contracts and deliveries;

- Monitor contractual deadlines and suppliers' contractual commitments;
- Ensure the proper functioning of the Procurement Committee;
- Ensure compliance with procurement procedures and applicable compliance requirements;
- Prepare activity reports relating to procurement and supply activities;
- Arrange for the publication of the General Procurement Notice and provisional and final contract award notices;
- Perform any other duties within the scope of the position as assigned by management.

Required skills and qualifications

Candidates must possess:

- A Master's degree (Master's level/Bac+5) in Procurement, Supply Chain Management, Management, Law, Business Administration, Public Administration or a related field;
- At least seven (7) years of relevant professional experience in procurement or purchasing;
- Sound knowledge of procurement procedures and contract management;
- Sound knowledge of donors' procurement procedures;
- Strong analytical, drafting and reporting skills;
- Strong organisational and analytical skills;
- Ability to manage multiple activities simultaneously;
- Proficiency in standard office software applications;
- Excellent command of at least one of the official languages of OMVG (English, French or Portuguese); knowledge of a second official language would be an advantage;
- Professional integrity;
- Leadership and strong organisational and coordination skills;
- High professional standards and attention to detail;
- Responsiveness and problem-solving skills;
- Discretion and respect for confidentiality;
- Availability;
- Ability to work effectively in a multicultural and multilingual environment.

Other Applicable Conditions

Candidates must:

- Be nationals of an OMVG Member State;
- Be no more than fifty-five (55) years of age;
- Be capable of working in a multicultural and multidisciplinary environment;
- Be willing to undertake missions within the Member States of the Organisation.

SOGESART is an equal opportunity employer and strongly encourages applications from qualified women.

Duty Station

The position is based at the SOGESART Headquarters, located in Kaporo Centre, Commune de Ratoma, Conakry, Republic of Guinea. As part of the Company's future development, the successful candidate may be assigned, on either a temporary or permanent basis, to any subsidiary or entity that SOGESART may establish in the Republic of Guinea or in any other OMVG Member State, in accordance with the provisions governing SOGESART staff and, where applicable, by an amendment to the employment contract.

Application file

Applications shall include:

- A cover letter;
- A detailed curriculum vitae (maximum five pages);
- Certified true copies of academic qualifications and employment certificates;
- A certified copy of a valid passport or national identity card.
- One (1) recent passport-sized photograph;
- the contact details of three (3) professional referees.

Submission and Closing Date

Applications must be submitted by e-mail no later than **6 September 2026** to: **recrutements_sogesart@omvg.org** with the subject line: "Application – Head of the Procurement Unit (SOGESART – Conakry)"

Only shortlisted candidates will be contacted.

SOGESART reserves the right not to proceed with this recruitment process or to amend it without prior notice or justification.