Job Title : **Recruitment Officer**
Date : **October 13, 2022**
Location : **Béni Mellal, Morocco**

Project Description

FHI 360, a U.S.-based nonprofit organization, is seeking qualified candidates for the position of Sourcing and Procurement Officer based in the Beni Mellal-Khénifra region to support the USAID-funded ISED-BMK project to promote the socio-economic inclusion of marginalized groups in Morocco by improving and institutionalizing participatory governance and enhancing business and livelihood opportunities in the region. The position is based in Beni Mellal city, Morocco.

Position Description

Under the supervision of the Procurement Manager, the Sourcing and Procurement Officer supports the execution of the procurement strategy and ensures compliance with FHI 360 procurement procedures and policies. He/she suggests sourcing programs with a focus on efficiency, effectiveness and consultant and service provider diversity. He/she helps develop and update procurement plans and forecasts.

Key Duties & Functions

Short and long-term consulting services procurement (individual consultants and firms) by:

- Developing a recruitment system for short and long-term consultants.
- Maintaining the project contact data base that lists all stakeholder contacts and use it to select individuals to whom Request for Proposals (RFP) and Request for Quotation (RFQ) can be sent asking them, in turn, to share the RFP and RFQ with their contacts.
- Ensuring consulting opportunity assignments are advertised on local job sites.
- Ensuring explicit outreach to professionals on social media via LinkedIn and similar sites.
- Developing a list of professional associations related to consultancy services so email announcements can be made about openings.
- Ensuring explicit, targeted outreach to women, youth, and people with disabilities through women's professional associations, youth-focused websites, etc.
- Retaining all CVs and ranking them for ease of reference by skill area and overall ranking for future use.
- Periodically reviewing the architecture of the consultant CV data bank, range of outreach achieved for recruitment and the scope of work template with the Director of Finance and Administration.
- Reviewing and, if needed, revising the RFP and/or RFQ template to ensure that all relevant information is included.
- Managing one or more email addresses to which applicants may submit CVs and proposals
- Managing the short list, interview, and selection process
- Ensuring consultants are hired according to FHI 360 and donor procedures and policies
- Monitor consulting agreements to ensure deliverables are submitted, approved and invoices paid.
- Undertaking any other goods and services procurement tasks as may be assigned

Minimum Requirements:

- At least five years of experience in the field of recruitment, sourcing and procurement.
- University degree in business administration, procurement or related field.
- Experience procuring human resources with international organizations or other entities
- Ability to manage the activities described above, communicate effectively and interact with people from diverse cultures, and the public.
- Ability to multi-task and self- motivate.
- Excellent oral and written communication skills in Arabic, French and English

To Apply

Please submit a copy of your CV and a cover letter to: Morocco.ISED@fhi360.org and put in the subject line of your message: "**Recruitment Officer**".

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled. The selected candidate must commit to living full-time in Beni Mellal city.

The ISED-BMK project is strongly committed to hiring qualified women, young people and people with disabilities and would like to receive their CVs as well as those of other qualified people.

FHI 360 is an equal opportunity employer and does not discriminate on the basis of sex, race, ethnicity, religion, national origin, sexual orientation, disability, age or on any other basis unrelated to a person's skills and experience