

Job Title : Contracts Officer

Date : December 06, 2022

Location : Béni Mellal, Morocco

Project Description

FHI 360, a U.S.-based nonprofit organization, is seeking qualified candidates for the position of Contracts 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 the region by improving and institutionalizing participatory governance and enhancing business and livelihood opportunities. The position is based in Beni Mellal city, Morocco.

Description of the position

Under the supervision of the Procurement Manager, the Contracts Officer supports the execution of the procurement strategy and ensures compliance with FHI 360 procurement procedures and policies. He/she will handle consultant services and procurement, including commercial goods and services procurement. He/she helps develop procurement plans and related forecasts.

Key Duties & Functions

1- Short-term and long-term consulting services procurement:

- Support activities related to the procurement of short-term and long-term consulting services (individual consultants and firms) by:
 - Developing a recruitment system for short-term 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.
 - Retaining all CVs and rank them for ease of reference by skill area and overall ranking for future use.
 - Reviewing the architecture of the consultant CV data bank, range of outreach achieved for recruitment and the scope of works template periodically with the Director of Finance and Administration.
 - Reviewing and, if needed, revise the RFP and/or RFQ template to ensure that all relevant information is included.

- Conduct the consultant hiring process according to FHI 360 and the donor procedures and policies.
- Monitor consulting agreements to ensure deliverables are submitted, approved and that invoices are paid.

2- Goods and services procurement:

- Supports procurement of materials, parts, equipment, and services such printing, accommodation, and translation by:
 - Developing and maintaining the project contact data base that lists potential vendors and use it to select those to whom Request for Quotations (RFQ) can be sent.
 - Conduct sites visits to inquire about the capacity of potential vendors to meet project requests and needs.
 - Compare capacities, prices, specifications, to determine the best suppliers to consult.
- Assists with developing bid specifications.
- Analyzes quotations received, selects, or recommends suppliers, and schedules deliveries.
- Prepare procurement package in accordance with FHI 360 and the donor's procedures and policies.
- Monitor purchase orders to ensure goods and services are delivered within the deadlines, approved and invoices paid.
- Maintain and update the Open Commitment Tracker.

Applied Knowledge & Skills

- Ability to manage long-term vendor relationships.
- Ability to be creative, pro-active, and organized.
- Ability to communicate effectively and tactfully with all levels of staff and individuals from diverse cultures, and the public.
- Ability to multi-task and self- motivate through assignments and routines.
- Excellent oral and written communication skills.
- Good Arabic, French and English language skills

Minimum Requirements

- At least five years of experience in the field of procurement.
- Demonstrated knowledge of contracting policies, provisions and processes
- University degree in business administration, procurement, or related field.
- Experience in procurement with international organization funding, consultant contracts management, contract administration.

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: **“Contracts 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