



**ISED-BMK  
CONTRACTS OFFICER  
JOB DESCRIPTION**

**DESCRIPTION DU PROJET**

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**

**I- Short-term and long-term consulting services procurement:**

- Conduct the consultant and consultancy firm hiring process according to FHI 360 and donor procedures and policies.
  - Reviewing and, if needed, revising in consultation with the technical team the Request for Proposals (RFP) and Request for Quotation (RFQ) template to ensure that all relevant information is included.
  - Ensuring consulting opportunity assignments are advertised on local job sites.
  - Assessing the offer to ensure they comply with the RFQ requirements.
  - Organizing committees of selection and ensuring the selection process follows FHI360 procedures.
  - Preparing the memorandums of selection, the agreements, the purchase orders, and any supporting documents as required by FHI360 procedures and policies.
  - Monitoring agreements and purchase orders to ensure deliverables are submitted, approved and that invoices are paid.
  - Ensuring the STTA & LTTA tracker is up to date.
  - Ensuring the procurement tracker is up to date.
  - Preparing agreement and purchase order modifications if needed.
  
- Support activities related to the procurement of short-term and long-term consulting services (individual consultants and firms) by:

- Maintaining the consultant and consultancy firms' contact database and using it to select individuals or firms to whom RFP and RFQ can be sent.
- Retaining all CVs and ranking them for ease of reference by skill area and overall ranking for future use.
- Compare capacities, prices, and specifications, to determine the best suppliers to consult.

## **2- Goods and services procurement:**

- Supports procurement of materials, parts, equipment, and services such as printing, accommodation, and translation.
- 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.

## **DURATION AND AVAILABILITY REQUIRED**

- Indefinite duration contract (CDI), full-time (40h/week) starting October 1, 2023.
- The position is based in Beni Mellal.

## **APPLIED KNOWLEDGE & SKILLS**

- Ability to manage long-term vendor relationships.
- Ability to be creative, proactive, 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, and contract administration.

## **TO APPLY**

Please submit a copy of your CV and a cover letter to: [Morocco.ISED@fhi360.org](mailto: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**