



Job Title: Logistics and Procurement Officer

Project: Bridge to Middle School Activity (Bridge)

Date: 31/05/2024

Location: Rabat, Morocco

Preferred Start Date: 01/07/2024

Project Description

The Bridge project is a USAID-funded five-year systems-strengthening and capacity-building intervention that seeks to improve students' ability to master key skills in the upper primary and middle school ("junior secondary") grades and to facilitate the transition between the two levels of schooling. Activities will address: a) the ability of teachers to teach critical thinking, and students to master literacy skills in upper primary and science skills in the upper primary grades; b) the ability of the Moroccan education system to provide high-quality literacy instruction in English and Arabic in the middle school years; and c) the ability of the Moroccan education system to provide high-quality science instruction in grades 4-9. Additionally, the project will build subrecipients' capacities to directly respond to the development problems prioritized by the USAID Mission in Morocco.

Position Description

As part of the strengthening of its procurement team, FHI 360 Morocco is recruiting for the Bridge Project one (1) Logistics and Procurement Officer.

Essential Functions

Under the supervision of the Operations and Subawards Specialist, he/she will provide procurement and logistics services, including but not limited to, procuring goods and services following USAID and FHI360 policies and standards; providing guidance, advice, and support to ensure procurement processes are effective, efficient, and ethical at the lowest cost and the best possible.

Primary Responsibilities

- In coordination with the Logistics and Procurement Manager, plan and provide effective and efficient logistics services including procurement, transport, and reporting in support of the Bridge activities in Rabat in the target regions.
- Organize and lead the bid solicitation process including drafting and issuing Request for Quotations, developing bid evaluation criteria, and guiding evaluation committee members on processes involved.
- Analyze procurement requests, select the most appropriate mechanisms, and prepare contractual agreements based on FHI360 and USAID procedures, ensuring that the processes are:
 - Fully and transparently documented through purchase requests, requests for quotation, comparative charts, bid analysis, purchase orders, invoices, and delivery reports.



- Done in a timely and cost-effective manner, and at the best value possible, while maintaining product quality.
- Interact with the suppliers on a day-to-day basis, review deliveries, and check invoices for compliance with the purchase order before sending for payment.
- Maintain a proper procurement filing system for bids and tenders.
- Liaise and coordinate promptly with the Bridge team regarding the logistics of activities.
- Lead coordination with hotels, transport firms, caterers, and other good/service providers for the smooth implementation of project activities.
- Identify and maintain an accurate and up-to-date supplier information database for regularly purchased items and keep informed of local market conditions.
- Ensure the monitoring of providers' contracts and take necessary actions to extend them if needed.
- Identify transportation options to meet the needs of travelers outside Rabat.
- Implement a fleet management system for the project vehicles following FHI360 procedures and policies.
- Serve as the office vehicles' dispatcher and establish the drivers' priority list for the day.
- Support the Operations and Subawards Specialist and the Logistics and Procurement Manager in the implementation of the annual procurement plan.
- Contribute to inventory management as well as periodic inventories.
- Communicate effectively with the field and HQ staff.
- Carry out any other task requested by the supervisor for the proper functioning of the services.

Position Requirements

Education	Required	Preferred
A minimum of a bachelor's degree (Bac + 3) in Logistics or an equivalent diploma	X	
Experience	Required	Preferred
Minimum 4 year's logistics experience in purchasing goods and services, fleet management, and travel arrangements	X	
Prior experience in an international non-governmental organization (INGO) is preferred.		X
Knowledge and Skills	Required	Preferred
Be able to work in a multi-sectoral, multi-disciplinary, and multi-cultural environment.	X	
Good understanding of the procurement process.	X	
Proven experience in carrying out logistics assessments and setting up large operations.		X
Be able to carry out several tasks concurrently and efficiently, considering priorities	X	
Have good communication and negotiation skills	X	
Master Excel and Word	X	
Be able to travel locally as requested	X	
Language	Required	Preferred
Fluency in French & Arabic	X	
Good command of English language		X

To Apply

Please submit:

- A cover letter stating the job title plus salary expectations.
- An updated detailed CV.



- Contacts of three professional references (two of the three are direct Supervisors)

To: morocco.bmsjob@fhi360.org and put in the subject line of your message: **“Logistics and Procurement Officer”**

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled.

NB: Only shortlisted candidates will be called for interviews. Applications will not be returned.

The Bridge to Middle School Activity 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