

Senior Procurement Officer

Terms of Reference

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| Job title | Senior Procurement Officer | Job reference | S2R2 SPO2/19 |
| Duty Station | Center for Educational Research and Development (CERD) - Dekwaneh | Start date | Immediate Start |
| Contract type | Full Time Contractual Position | Schedule | 07.30 a.m. till 03.30p.m. |

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| Program Title | Support to RACE 2 (S2R2) |
| Program Background | The Government of Lebanon, with support from the international community, has launched the Reaching All Children with Education (RACE) initiative. First launched in 2013, RACE seeks to improve access to formal education for 460,000 Syrian refugee children and underprivileged Lebanese children in the country. Efforts under this new phase of RACE 2 are expected to minimize the short and medium-term costs of displacement for refugee families, while strengthening the long-term capacity of the Lebanese education system to prepare children for life and work once regional stability returns. MEHE-GD, with the support of CERD, is responsible for implementing the S2R2 program. |
| Program Objectives | The Program Development Objective is to promote equitable access, enhance quality of learning, and strengthen the systems in Lebanon's education sector in response to the protracted refugee crisis. The key results are as follows: <ul style="list-style-type: none"> (i) Increase in the proportion of school-aged Lebanese and non-Lebanese children (3–18) enrolled in formal education (disaggregated by school type, education cycle, nationality, and gender); (ii) Increase in the proportion of students passing their grades, and transitioning to the next (disaggregated by school type, grade, nationality, and gender); and (iii) Improvement in MEHE's capacity to review, evaluate, and update Program implementation. |
| Tasks and Responsibilities | Under the S2R2 program, the Center for Educational Research and Development (CERD) is looking for a Senior Procurement Officer. He/she will be responsible for the following: <ol style="list-style-type: none"> 1. Undertake all the Program's procurement activities, such as reviewing technical specifications for goods and works, reviewing Terms of Reference for consultant services, preparation of bidding documents and request of proposals, training of bid evaluation committees etc. 2. Establish and maintain suitable internal control system for facilitating the procurement of Works, Goods, and Services. 3. Manage the Program's procurement cycle (short-listing, pre-bid conferences, technical and financial evaluations, writing evaluation reports, negotiations, preparing final contract documents etc.) through |

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| | <p>implementing all policies and procedures related to procurement activities and ensuring that CERD’s guidelines are followed in all transactions.</p> <ol style="list-style-type: none"> 4. Follow up on the clearances requested from Court of Audit where applicable. 5. Coordinate with the Central Tender Board and CERD’s tender committee in what relates to publication of procurement plans, advertisement, recommendations to award, and dealing with complaints. 6. Review the comprehensive list of all fixed assets acquired under the program in coordination with the head of the Assets and Materials Unit. 7. Follow up on all procurement schedules and plans. 8. Maintain records on internal memos and correspondence related to procurement. 9. Support the updating of the monthly progress report in issues related to procurement, to be coordinated with the program’s Senior Financial Officer, M&E and Steering Committee at CERD. 10. Lead the development of a Procurement Plan and generate regular updates according to CERD’s standards and Annual Work Plans for each unit at CERD. 11. Lead contract management in close collaboration with S2R2 Senior Financial Officer under the supervision of CERD accounting Legal Department. 12. Retrieve information from the Senior Financial Officer enabling the coordination between the procurement planning and the financial expenditures taking place. 13. Maintain a coherent filing system to include procurement preparation and contract management, correspondence, claims, reports, etc. 14. Apply tools for the market research to update the price lists of relevant goods and consultancies for the support of the procurement decision making. 15. Provide basic training on procurement related processing to staff nominated by different CERD departments and involved in procurement (evaluation, drafting TOR, etc.); 16. Any other task relevant to the position and approved by CERD. |
| <p>Reporting</p> | <p>All reports should be submitted to CERD S2R2 Steering Committee as per time scheduled in the time frame and dates will be communicated based on the contract signature date.</p> <p>CERD will provide templates for the required reports – to be submitted in Arabic and English, as requested.</p> <p>CERD owns property rights of all reports.</p> |

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| <p>Educational Background, Experience and Required Skills</p> | <p>Educational Background</p> <ul style="list-style-type: none"> • University Degree in Finance, Business, or relevant field. <p>Previous Experience</p> <ol style="list-style-type: none"> 1. At least 8 years of experience in a similar position in the public/private sector or in internationally financed programs. 2. At least 5 years of experience in managing procurement activities using Government procedures. A knowledge of international procedures such as World Bank procurement guidelines is a plus. <p>Languages</p> <ul style="list-style-type: none"> • High Proficiency in English, Arabic • French is a plus <p>Technical Background and Computer Skills</p> <ol style="list-style-type: none"> 1. Knowledge of the donors/International organizations rules and regulations related to procurement. 2. Knowledge of public procurement concepts and principles. 3. Knowledge of international procurement concepts and principles is a valued asset. 4. Computer literacy and knowledge in MS Office is mandatory. |
| <p>Payment</p> | <p>Payment will be done monthly, upon the submission of a monthly timesheet and report showcasing the achieved tasks and deliverables.</p> |
| <p>Administrative Issues</p> | <p>The selected Senior Procurement Officer shall not commence work until the required documents are provided to CERD and the relevant contract is duly signed by both parties.</p> <p>Presence at CERD is to be ensured on a full-time basis, during CERD's regular working hours: 7.30 am to 3.30 pm Monday to Friday.</p> <p>All remuneration must be within the contract agreement. The Senior Procurement Officer is not entitled to overtime payment.</p> |
| <p>How to Apply</p> | <ol style="list-style-type: none"> 1. Applicants are requested to send their detailed CV on CERD to s2r2@crdp.org 2. Applicants are requested to include the job reference in the subject of their email. |