



Planning and Development Office  
Salesians of Don Bosco Middle East

## Contract Officer

### Job Description

Please note: both Egyptian nationals and international profiles are encouraged to apply.

Duration: 21 months

Please submit a cover letter with your resume describing your interest in this position and how you meet the requirements. Application materials must be submitted in English and applicants must have legal authorization to work in Egypt to be considered and confirm this in their cover letter. The project offers a highly dynamic work environment and provides competitive compensation and benefits based on experience.

The project *Promotion of employment and socio-economic development opportunities through a better quality TVET system in Sharkeya*, implemented in the framework of the Multi-Educational Programme for Employment Promotion in Migration-Affected Areas implemented in Egypt by AICS and funded by Europeaid, intends to address the root causes of emigration, of young people in particular, from Sharkeya Governorate. This will be pursued through a coordinated intervention built on the Don Bosco Technical Institute of Cairo (DBTIC)'s well established and renowned expertise in the Technical and Vocational Education and Training (TVET) domain. Through the project, the DBTIC will be engaged to achieve the two main expected objectives, consisting in improving the efficiency and effectiveness of local TVET system and the access to employability and self-employability of TVET graduates in the local job market by providing high quality vocational training and skills development paths.

The project will build capacity and ability of local existing TVET providers, especially the 10th Ramadan City VTC, to efficiently and sustainably plan, organize and run market-driven and competency-based vocational education paths, leading graduates to inclusive and sustainable livelihood opportunities through the development of market-driven technical skills and job readiness to have an access to the local labour market as qualified technicians and professionals overcoming unemployment or underpaid and not dignified work conditions. The training paths will mainly relate to the industrial and energy sector creating an enabling work environment through a network of companies and enterprises willing to host internships to provide opportunities to TVET graduates. Particular emphasis will be attributed to paths focusing on sustainable resources management and renewable energy-based systems in line with national policies. At the same time, special measures will be put in place to address the power imbalance, social and inequity and gender-based discrimination.



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The Planning and Development Office of Don Bosco Middle East is seeking to hire a Contract Officer based in Cairo, Egypt. The successful candidate will be responsible for managing the procurement process of the project according to ePRAG regulations. Their main objective will be to ensure that all contracts and agreements are legally sound, financially feasible, and in line with the project's overall objectives. The Contract Officer will be responsible for the following key activities:

- Prepare and finalize all required tender documents, contracts, MoU, and related project agreements according to ePRAG regulations.
- Negotiate contract terms and conditions with tenderers to ensure they are in the best interest of the project.
- Review tenders from potential suppliers of materials needed by the project.
- Conduct an informative session to explain and ensure that suppliers/service providers understand donor regulations and can correctly submit required documents.
- Ensuring proper contract management of the assigned suppliers/service providers.
- Communicate regularly with suppliers/service providers to ensure they are meeting their contractual obligations.
- Establish financial systems and policies for the project together with the admin manager to ensure compliance with ePRAG practices and regulations.
- Assisting and supporting the project staff on donor requirements and provide orientation on procedures and policies according to ePRAG.
- Assisting and supporting the project staff in all steps of the publication and clarification phases (if any) and in the evaluation and contracting process for of the services contract.
- Document and accurately communicate deliverables, milestones, and award compliance requirements to the Project Managers (PM) and admin manager.
- Co-lead with the admin and project manager in the procurement process to ensure proper planning, purchasing, and distribution of project products in compliance with ePRAG policies and regulations.
- Participating as Observer in evaluation committees and assisting in the preparation of the reports following the results of the tender evaluations. Participation in the official meetings as Observer is mandatory.
- Maintaining awareness of changes in the EU regulations as they relate to procurement of supplies, as necessary.
- Ensure the preparation and submission of completed contracts to the admin manager.
- Assist the admin manager with any internal/external audits.

### **Required outputs**

- Technical assistance and administrative tasks relating to the procurement up to contracting phase of the services contract(s) under the programme is performed under the supervision of the project manager and in collaboration with the appointed project staff.



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### **Language of the Specific Contract**

- The working language is English.

### **Experience and skills**

- At least 10 years of professional experience in EU development cooperation mechanisms, including EU procedures related to procurement based on the Practical Guide to Contract Procedures for EU External Actions (PRAG) and the Practical Guide to procedures for Programme Estimates (Budget and EDF rules).
- At least five (5) specific professional experiences/assignments in managing EU procurement and contracting processes, including services.
- At least one (1) specific professional experience/assignment in training, coaching and capacity building in the field of procurement.
- Proven planning and organising skills and ability to prioritize tasks and meet multiple deadlines in a complex environment.
- Strong interpersonal skills, diplomacy and tact to effectively communicate with senior-level officials, multiple stakeholders and professionals from diverse cultural and professional backgrounds.
- Excellent communication, facilitation and reporting skills.
- Good computer skills.
- The expert will be responsible for coordinating the overall assignment for the duration of the contract. He/she will be in charge of the and final production of all the deliverables, and will ensure the quality and timely delivery of all outputs.

### **Education**

- Master's degree (or equivalent academic qualification) in economics/education/development/social sciences/ public policy or administration/law or any other subject relevant and closely related to the assignment.
- In the absence of a Master's degree or equivalent academic qualification, two years of relevant work experience are required on top of the professional experience requested below.

**Job Location:** Cairo, Egypt.

**Position Type:** Full-Time

**\* Deadline of submission is:** July, 4<sup>th</sup> 2023 at 5:00 PM

By Email to the following email: [recruitment@donboscomor.org](mailto:recruitment@donboscomor.org) writing "Don\_Bosco\_Contract\_Officer\_Vacancy" in the subject.