



RENÉ MOAWAD Foundation

**JOB TITLE:** Senior Procurement Officer (full-time)

---

**LOCATION:** Beirut with travel to areas of implementation, whenever needed.  
**EMPLOYEE:** RMF  
**REPORTS TO:** Program Director

---

BALADI is a five-year program funded by USAID. The program aims at supporting municipalities that demonstrate real commitment to participatory, equitable, and effective decentralized local governance and economic development. The BALADI entails a nationwide competitive process to support municipalities, unions of municipalities and clusters of municipalities that illustrate a strong commitment to change and local development and that generate innovative solutions to the provision of public services, citizen engagement, and economic issues facing their communities.

#### **Position summary**

The **Senior Procurement Officer** shall undertake all procurement activities including grants, subcontracts, direct procurement, and short-term assistance under the program in compliance with RMF and USAID rules and regulations and document them. He / She will work closely with the Program Director and RMF/BALADI Finance and Administration Manager to ensure this aspect of this project.

#### **Main Job Tasks and Responsibilities**

- Under close supervision of the Program Director, develop TORs, assist in recruitment, and manage Consultants' subcontracts under the program.
- Lead all procurement activities under RMF/BALADI program as directed by the Program Director and in close coordination with the Finance and Administration Manager including, but not limited to:
  - ✓ Setting the specifications and/or bill of quantities for equipment and/or construction activities based on municipal project proposals with the assistance of consultants or RMF engineers whenever needed.
  - ✓ Prepare tender documents for construction and non-construction activities including bidding conditions, bill of quantities, engineering drawings to issue tenders/bids.
  - ✓ Identify potential suppliers for required equipment based on RMF/USAID regulations as directed by the Program Director.
  - ✓ Launch tenders for the procurement of equipment or construction activities.
  - ✓ Organize bids' opening sessions and evaluation and selection processes for best offers submitted by bidders.
  - ✓ Draft negotiation memos for USAID approvals- *applicable for subcontracts/subawards.*
  - ✓ Draft contracts to be signed with suppliers and contractors, following progress of works with operation managers, etc.
  - ✓ Follow-up on proper delivery/commissioning of equipment and/or progress of works as per required specifications/BOQs under supervision of Program Director, and ensure proper supporting documentation.
  - ✓ Manage suppliers/contractors invoices and complete temporary and final transfer of works.



RENÉ MOAWAD Foundation

- Assist in organizing orientation sessions for targeted municipalities for the upcoming rounds of launching of municipal applications.
- Assist in the evaluation of municipal applications submitted.
- Assist Program Director and Administration and Financial Manager with program pipeline and other topics, as needed.

**Education and Experience**

- At least 5 years of experience in relevant field.
- A post-graduate degree in fields of business, finance or other relevant fields.
- Prior similar responsibilities and strong experience in procurement.
- Excellent knowledge of English and Arabic; French is a plus.
- Excellent reporting, communication and interpersonal skills.