

JOB OFFER

Job description	
Position title	Logistics and Procurement officer EQUIP 2
Nature of the position	Open to Sudanese National only
IDENTITY OF THE AGENT	
Statuts	Full time
Context description	
Programme background	Following EQUIP 1 (2018-2021), the Education Quality Improvement Programme in Sudan 2 (EQUIP 2, 2021-2024) is a EU-funded programme that seeks to improve the quality of education in Sudan, for which Expertise France, in partnership with France Education International, is responsible of the component 2: Enhance basic-school teachers' qualification in Sudan, particularly through the focus on professional skills for both pre-service teacher training (PSTT) and in-service teacher training (ISTT).
service	EQUIP2
Authority	The staff member is under the direct supervision of EQUIP 2's Finance and Administration Manager (Expertise France)
THE POSITION'S TASKS	
Main activities	<p><u>Areas of responsibility</u></p> <p>Under the direct supervision of the Finance and Administration Manager and overall supervision of the Team Leader, and in close consultation with the project team, the Logistics and Procurement officer will be working in the Administrative unit and will undertake (included but not limited to) the following activities:</p> <ul style="list-style-type: none"> - Procurement of materials, goods, and equipment in accordance with EF rules and regulations - Procurement of services (contracts with consultants and service firms) - Preparation of purchasing orders - Assist with monitoring of contracts implementation and provide prior warnings before deadlines (i.e. contract end date, payments due date...etc). - Keeping the contracts management file on project level - Handling of a database on prices, rates and locations of accommodation, food, catering services, workshop venue and accommodation rooms, car rental, shipping, etc. - Handling of correspondence and drafting of letters and documents according to needs (English and Arabic). - procuring office materials and stationery, necessary for arrangements for meetings, workshops etc - Assists in preparing and organizing traveling procedures, hotel accommodation and transportation for staff, consultants, counterparts and others - Assists with planning, organizing, coordinating and documenting meetings, workshops, trainings, interviews, appointments and other project activities - Maintain and update inventory records

	<ul style="list-style-type: none"> - Maintain and update fuel consumption report <p>Profile</p> <ul style="list-style-type: none"> - Fluent in Arabic and English (spoken and written); - Advanced university degree in procurement, business, finance, or related field; - 2-5 years of previous related professional experience; - Previous similar experience in international technical assistance projects; - Good communication skills; - Excellent organization and time management skills; - Great attention to meeting deadlines; - Ability to work proactively and autonomously; - Multi-lingual/international environment and ability to accommodate differences to interact effectively with people of different cultures; - Perfect command of Microsoft Office tools (especially DOC and XLS).
Application procedures	<p>By 30 October 2021, 23:59 Sudan Time, candidates are requested to send to maisoon.kheir@expertisefrance.fr:</p> <ul style="list-style-type: none"> - A CV in English - A cover letter. <p>Interviews will take place between 7-18 November 2021</p>
Working hours	Sunday-Thursday - Expected starting date: December 2021