



**Ministry of International Cooperation is Hiring Consultants Under The Project:
“Building Capacity and Institutional Strengthening of Ministry of International
Cooperation”**

The Ministry of International Cooperation under a Grant from the MENA Transition Fund with technical implementation by the African Development Bank to support the Ministry in strengthening the efficiency and effectiveness of the Ministry in aid coordination as well as management of Official Development Assistance (ODA) and resource mobilization to contribute to the socio-economic welfare of the country and the government. Part of the proceeds of this grant will be directed to hire the following positions to work under the project:

- **Technical Adviser/Project Manager**
- **Procurement Officer (part time)**
- **Financial Administrative Officer (part time)**

Interested candidates can get the detailed Terms of Reference from: www.moic.gov.eg

CVs should be sent to: bcis@moic.gov.eg

The deadline for receiving the CVs is: 24/4/2016 by 16:00.

Detailed TORs are as follow:

1. Post Title: Technical Adviser/Project Manager (Code: BC-MICJ1)

Duty Station: Cairo, Egypt at Ministry of International Cooperation

Duration: Four years

Starting Date: May 2016

A. Duties and Responsibilities:

The Technical Advisor/Project Manager (TA/PM) has the responsibility to ensure the effective and efficient day to day implementation of the project. The TA/PM will ensure the functioning of the project from beginning to the end including project inception activities, annual and quarterly planning and reporting, preparation of TORs, review of technical reports and implementation of project activities, project reviews and project closure.



Duties:

- Provide day to day management, coordination and supervision of the project: the team members recruited under the project (procurement officer and financial accountant) as well as financial oversight.
- Provide technical expertise regarding the preparation of work plans, TORs and technical specifications, negotiate with consultants, including review of technical reports, assessment of training programs and of service providers, assessment of countries selected for study tours, etc.
- Participate in field trips and study tours as may be required.
- Undertake in the project supervision missions, policy dialogue, and represent the project, its objective and outcomes.
- Supervise and coordinate the production of project outputs, as per the project document.
- Control and monitor project expenditures and ensure management of the resources.
- Supervise and coordinate the work of all project staff, consultants and sub-contractors.
- Prepare and revise project work and financial plans.
- Ensure the timely and effective implementation of all components of the project and the flow of communication among stakeholders.
- Provide technical advice to the Minister with regard to the alignment of the project scope with the ministry's priorities and needs.
- Liaise with other line Ministries and also seek support to broaden the project scope with other donors and partners for strategic alignment.
- Discuss and prepare project action plans with the project team, providing guidance as needed.
- Supervise PMU staff working for the project.
- Prepare project progress reports and the project final report according to AFDB standards
- Identify and set procedures for project monitoring and evaluation based on achievement of outcomes and outputs as specified in the results based log frame, data collection and recording, project implementation and follow up, optimization of use of human and financial resources, team performance monitoring and analysis
- Draft and submit project progress reports for Bank as well as MENA TF.
- Prepare budget revisions as needed.
- Contribute to project quarterly reports, presentations and other documents to be produced under the project.
- Contribute to the drafting of TORs, concept notes, as well as technical and financial evaluation of consultants.
- Provide expert knowledge on best practises from other countries and experiences.
- Provide inputs to H.E. Minister of International Cooperation in areas of change management and guidance to implement other critical reforms in MOIC.



B. Functional Competencies:

Knowledge Management and Learning

- ☑ Promotes knowledge management in AFDB and a learning environment in the office through leadership and personal example;
- ☑ Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.

Innovation and Marketing New Approaches - Developing new approaches

- ☑ Seeks a broad range of perspectives in developing project proposals;
- ☑ Identifies new approaches and promotes their use in other situations;
- ☑ Creates an environment within the team that fosters innovation efforts and thinking;
- ☑ Makes the case for innovative ideas from the team with own supervisor.

Promoting Organizational Learning and Knowledge Sharing - Developing tools and mechanisms

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
- Identifies new approaches and strategies that promote the use of tools and mechanisms

Job Knowledge/Technical Expertise - In-depth knowledge of the subject-matter

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments;
- Have effective interpersonal and negotiation skills as well as the ability to coordinate complex, multi-stakeholder projects and be able to think in a strategic manner on complex projects.
- Strong drafting, presentation and reporting skills;
- Excellent written communication skills.

D. Qualifications:

- A postgraduate degree, from a reputable higher education institution, in management, public policy and administration, political science, law, economics or a related field.
- A minimum of 5 years of experience in providing technical advice for institutional reforms in Ministries in developing countries along with developing training programs.
- At least 10 years of strong project management experience with development projects with involvement in finance, procurement and planning.
- A demonstrated ability in liaising and co-operating with all project partners including government officials, NGOs and international organizations;
- Excellent computer literacy and word processing skills;



- Fluency in written and spoken English and Arabic is required.

E. Duration of the Contract:

The contractual agreement will be between the MOIC and the Project Manager. The contract will be for four years. Remuneration will be paid on a monthly basis, and will consist of a time-based contract.

2. Post Title: Finance Manager (Code: BC-MICJ2)

Duty Station: Cairo, Egypt at Ministry of International Cooperation

Duration: Four years

Starting Date: May 2016

A- Duties:

- Provide advice on all matters relating to the Financial Management of the PIU
- Ensure that appropriate accounting systems are put in place in the PIU to facilitate Financial Monitoring and Control in line with the (AFDB) procedures. These will cover loan disbursements, procurement, payment of Suppliers, consultants etc.
- Prepare and implementation of an internal auditing system for financial management of project activities;
- Proper maintenance of general and cost accounting;
- Assist in the preparation of the operating budget, monitor and control of expenditures
- Ensure that all assets are properly accounted for
- Ensure that supporting documents are maintained in respect of all financial transactions
- Assist the external auditor in the preparation of audit reports;
- Perform any other duties as may be assigned from time to time

B- Qualification

- A University degree in Accounting or a Professional Accounting Qualification with at least 10 years working experience.
- Experience working with similar international organizations
- Familiarity with AFDB financial management, controlling and procurement procedures.
- Capacity in the use of word-processing and spreadsheet is required
- Very good knowledge in Arabic and English languages;
- Demonstrated ability to work as a team member.



C- Duration of the Contract:

The contractual agreement will be between the MOIC and the Financial Administrative Officer. The contract will be for 4 years. Remuneration will be paid on a monthly basis, and will consist of a lump-sum contract.

3. Post Title: Procurement Manager (Code: BC-MICJ3)

Duty Station: Cairo, Egypt at Ministry of International Cooperation

Duration: Four years

Starting Date: May 2016

A- Duties and Responsibilities:

Under the general supervision of the Project Manager, the main duties and responsibilities of the Procurement Officer will be:

- Managing the project procurement through implementing all policies and procedures related to procurement activities and ensuring the Bank procurement rules are followed in all transactions.
- Developing procurement tools such as bidding doc, review technical specifications, customized contracts for staff and other individual consultants.
- Organize the necessary bid advertisement and prepare call for expression of interests on periodic basis and update the General Procurement Notice (GPN) as required.
- Assist the Bid Opening Committee as well as the Evaluation Committee from procedures and procurement perspective and prepare standard evaluation reports as well as providing necessary assistance and tools for conducting evaluation processes.
- Review and preparation of procurement plan, bidding documents (if needed); RFPs (if needed), organization of bid evaluation and contract award.
- Developing and maintaining a database of suppliers and consultants to include their contacts, areas of expertise, relevant to project components.
- Participating in project coordination committees or team meetings in order to ensure timely implementation progress with a focus on procurement-related activities.
- Coordinating with the PMU Financial Officer, Project Manager for regular preparation of Project Management Reports, as a part of the AfDB reporting requirements.
- Maintaining a coherent filing system for archiving all contracts, contract amendments including procurement preparation and contract management, correspondence, claims, reports, and ensuring that all consultants' deliverables are properly filed and referenced.
- Prepare regular progress reports on procurement and/or contracting activities and answer questions concerning procurement and contracting; as well as provide support to the planning activities of the procurement plan and preparing relevant statistics;
- Liaise with the responsible personnel in Ministry of International Cooperation to resolve procurement problems;



B- Qualifications:

- A minimum of Bachelor's Degree in Engineering, Finance, Law or a related field;
- At least 20 years general experience;
- At least 15 years experience in handling procurement in general, and national public procurement;
- Experience working with similar international organizations;
- Experience of having worked on AFDB financed procurement is an advantage;
- Demonstrated analytical and problem solving and negotiating skills with ability to balance project objectives and procurement requirements with client's needs;
- Demonstrate to be initiative, detailed oriented, and very good analytical skills;
- Very good knowledge in Arabic and English languages;
- Demonstrated ability to work as a team member.

C- Contract duration:

The contractual agreement will be between the MOIC and the procurement officer. The contract will be for forty five (45) months. Remuneration will be paid on a monthly basis, and will consist of a lump-sum.