

Call for Candidature for Recruitment of a Procurement and Contracts' Manager To the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures

About the Anna Lindh Foundation

The Anna Lindh Foundation www.annalindhfoundation.org has a legal personality as an international organization, based in Alexandria (Egypt) and registered with the Ministry of Foreign Affairs of the Arab Republic of Egypt.

The Foundation was created by the Governments of the Euro-Mediterranean Partnership - the far-reaching political agreement established in 1995 between the European Union and its Southern Mediterranean partners with the purpose to bring people together from across the Mediterranean to improve mutual respect between cultures and to support civil society working for a common future for the region.

To fulfil this objective, the Foundation leads regional initiatives in the Euro-Med region and supports local activities carried out by civil society organizations which advocate a better understanding among people, religions and beliefs. The Foundation works as Network of Networks in the 42 Euro-Mediterranean countries.

The Foundation is co-funded by the European Union and the 42 countries of the Union for the Mediterranean (UfM).

**The Anna Lindh Foundation seeks for recruitment, the following position:
"Procurement and Contracts' Manager" (Ref. no. PC/Manager/2021)**

Position summary:

The Anna Lindh Foundation is seeking to appoint a Procurement and Contracts' Manager as a new member of its management team. We are looking for a dynamic professional who shares our values and is passionate about scaling-up the impact of intercultural action and voice across the Mediterranean region. The Procurement and Contracts Manager will be in charge of developing and updating the Foundation's procurement and contracting rules and procedures in line with EU guidelines, related applicable laws and international standards for adequate



systems of internal control. Will be responsible for concluding and managing contracts, handling tenders and undertaking all preparatory and procedural work related to the launch, evaluation and the award of ALF contracts through calls and other granting schemes.

Context and environment:

We are currently living in a historical era in which mistrust and polarization between societies are rising and with renewed challenges posed by the world Covid-19 pandemic. In this context, the Anna Lindh Foundation firmly believes that:

- We need alternative narratives to fight extremist discourses and radicalizations. That is why we empower young voices by providing platforms for young people to build together more open, inclusive and resilient communities.
- We need more inclusive and empathetic societies to fight the lack of trust and intolerance. To do so, we introduce impactful research on international policymaking. We provide a unique understanding of conflict dynamics through research, media dialogue and opinion-leadership.
- We need to build a culture based on dialogue and exchange. By leading our civil society network, we bring together and inspire other civil societies, multiplying the impact of our programming in that way.
- We need to contribute to the new thinking for the development of a model of sustainable prosperity based on the exchange among civil society and youth across the EuroMed region with a view to contribute to the respect of the environment and making use of new technologies and adapt to changing contexts in the region.

Key Responsibilities: attached



Location of Work: This position will operate from Alexandria, Egypt.

(Due to the situation related to the pandemic Covid-19, the Procurement and Contracts Manager might start working from remote, this to be decided by the Foundation at time of contracting according to the pandemic situation).

Start Date: The Provisional starting date is May 2021.

Contract Duration: Till 31 October 2021 as a first stage in line with affiliated EC contract, renewable for 3 years based-on availability of funds and performance assessment.

Eligibility of Applicants:

In order to be eligible, Applicants **must be nationals** of one of the 42 (UFM) countries:

(Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, The Netherlands, Tunisia, Turkey and the United Kingdom.

Profile:

We are looking for a dynamic, self-motivated individual with solid experience in procurement, tendering, contractual rules and granting scheme of EU, related applicable laws and international standards. Strong research and negotiation skills.

Education:

- A Bachelor's Degree in law or /Commerce and/or business management or a related field. A Higher degree is considered added value.



Experience:

- At least 7- years of work experience in a similar post in EU funded programs. More years of experience is preferred.
- Experience in conducting EU tendering procedures for services and supplies including contract management.
- Experience in conducting EU Grant procedure from launching till contract management.
- Demonstrated experience and deep knowledge of EU procurement, grants and contractual procedures (EU PRAG).
- Demonstrated experience in the management of EU funded projects and procedures.
- Experience in elaborating/updating Manual of Procedures with respect to Procurement and contracting rules in line with EU rules, related applicable laws and international standards.
- Experience in team leadership and management.
- Demonstrated capacity in writing high quality programmatic reports.

Skills and Knowledge:

- knowledge of the general context in the Euro-Med region.
- Deep and up to date knowledge of EU laws and procedures related to procurement, tendering, grants and contracting rules.
- Knowledge of international and applicable contractual laws.



- Demonstrable ability in reporting, analysis and data collection.
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®). Knowledge of other project management tools will be considered an asset.
- Excellent written and oral English skills.

Interpersonal qualifications

- Possess strong research and negotiation skills (both verbal and written).
- Analytical and good communication skills.
- High degree of initiative, flexibility with a lead for and drive for results.
- Leadership and coordination skills, communicate with a diverse workforce and members of the ALF of different backgrounds. Cultural sensitivity.
- Ability to maintain professionalism, creativity, and enthusiasm while working in a fast-paced, diverse environment with minimal supervision.
- Ability to work under pressure, high commitment to deadlines in a rapidly changing environment. capacity to prioritize assigned responsibilities.
- Willingness to travel on short notice within the Euro-Med region.

Assets:

- Experience working in a Southern Mediterranean country an asset.
- Working competence in French is preferred and capacity in Arabic is an asset.



HOW TO APPLY?

Interested candidates should submit the following documents to this email account CallPCM.ALF@bibalex.org (Please indicate clearly in the email subject the post you are applying for). You will receive an automatic reply confirming receipt of your email.

- Complete and submit the attached application form.
- Current CV in English of no more than 5 pages should be uploaded, using the format: <https://europa.eu/europass/en>
- Cover letter (one page focused on motivation, we encourage you to describe/ focus on how your education, experience and skills match our requested profile as stated in this call).
- Optional additional components such as reference letters

This position will close on: Wednesday 10 March 2021 by midnight Egypt-time

No applications will be considered after the deadline mentioned above.
Only applications invited to interview will be contacted.

