

## Key Duties and Responsibilities – Procurement and Contracts Manager:

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Contributing to the overall Foundation's implementation strategy as a Manager responsible for Procurement and Contracts.

### Procurement Management:

- Developing and updating ALF's Procurement and Contracting rules, procedures and the related manual for adequate systems of internal control based on the EU and donors' regulations;
- Developing and delivering training in procurement and contracting procedures to the staff;
- Ensuring the proper implementation of the Foundation activities in line with the internal manual as well as the contract with the EU with respect to the procurement cycle and procedures for services and supplies;
- Advising on the proper tendering procedures required for proper implementation of the ALF work plan in light with the EU rules and applicable procedures and proceed with the needed tenders;
- Ensuring the process of preparing tender dossiers, assuming responsibility of all preparatory and procedural work related to the launch, the evaluation and the award of services and supply contracts, through call for tenders, serving as chairperson for evaluation committee meetings and announcing the awarded contracts, contracting the awarded contractors, and following up contract management till the expiration of the contract;
- Reviewing and ensuring publication of procurements' advertisement notices where applicable;
- Providing additional information before the deadline for submission of offers/tenders and coordinating responses to applicants' enquiries as appropriate;
- Undertaking the necessary arrangements for holding the Evaluation Committee meetings for tenders;
- Communicating the necessary notifications in line with the results of the evaluation process to successful as well as unsuccessful tenderers;
- Contracts' preparation in compliance with current policies and procedures;
- Serving as a designated point of contact between the ALF and its beneficiaries for contractual transactions;
- Monitoring progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable and process addendums if required;
- Monitoring the financial aspect of the awarded contracts and effective financial implementation;
- Verifying or checking the financial reports submitted by contractors and submit financial visa for the release of related payment;
- Reviewing, approving and monitoring procurement circles;
- Maintaining an efficient control and records of ALF procurements and contracting process/files.

### ALF Heads of Networks contracts Management

- Advise on model for providing support to the Heads of Networks of the Foundation in close coordination with ALF concerned units;



- Undertake all preparatory and procedural work related to contracting the Heads of networks according to the procedures and approved work plan;
- Contract management: Serving as focal point for contractual and financial aspects of the contracts with the Heads of Networks, processing addendums, following up on financial reporting and conducting the financial assessments of the financial reports, providing the financial visa for effecting the payment;
- Provide any needed contractual advice to the Network team in relation to the contracts and reporting;
- Maintain proper records of all contracts, correspondences with networks and reporting documentation as well as the call documentations (Launch, evaluation and contract management);
- Participate in capacity building to ALF Networks including developing training guidelines on contract management and reporting.

#### Sub-granting Scheme Management:

- Developing the guidelines for calls in relation to the contractual and financial requirements and related annexes in close coordination with other ALF units in line with EU procedures and applicable rules;
- Undertaking all preparatory and procedural work related to the launch, the evaluation and the award of ALF contracts through calls and other grant schemes according to the ALF work Plan;
- Preparing contract dossiers in compliance with current legislation, policies and procedures;
- Contract management: serving as focal point for contractual and financial aspects of the contracts, processing addendums, following up on financial reporting and supervising the financial assessments of the financial reports and supporting documents for processing the payments;
- Maintain proper records of all contracts, correspondences with beneficiaries and reporting documentation as well as the call documentations (Launch, evaluation and contract management);
- Participate in capacity building to the beneficiaries related to contractual and financial aspects including developing training guidelines on contract management and reporting.

#### General Coordination:

- Leading the procurement and contracts staff in processing duties, plans and allocating work assignments, reviewing and approving work prior execution. Supervising and transferring to them professional knowledge and skills through mentoring;
- Collaborating with the Units to ensure coherent planning for the required procurements necessary for the implementation of the work plan. Based on the input received from the Units, preparing procurement plans and monitoring plans in order to expedite work plan implementation;
- Collaborating with Finance to review budget reallocations and assess its impact on the work plan activities;
- Responsible for the follow up with the external audit bodies in relation to the implementation and documentation of the procurement, contracts, tenders and sub-granting procedures; and
- Contributing to the effective internal circulation of information within the staff and implementation of the internal project management system in coordination with the units.

