

## Junior Expert (JE) Job description

**Function Code**

MOZ.2404 JE Contracting

### I. DESCRIPTIVE PART OF THE JOB

<b>Application date</b>	May 2024
<b>Job title</b>	Junior Expert in Contracting and Administration (ECA)
<b>Junior Expert</b>	<input checked="" type="checkbox"/> European <input type="checkbox"/> National
<b>Job holder (name of JE)</b> <i>(to be filled in after the selection of JE)</i>	
<b>Job holder's (JE's) Signature + date</b> <i>(to be filled in after the selection of JE)</i>	

#### General information

<b>Enabel or NGA Project/programme</b>	<input checked="" type="checkbox"/> Enabel	<b>If Enabel : Navision code</b>	2508MOZ
	<input type="checkbox"/> NGA	<b>If NGA : NGA name</b>	
<b>Full denomination of the project/programme</b>	Representation MOZ		
<b>Project/programme 's location</b>	MAPUTO		
<b>Duty station of supervisor</b>	MAPUTO	<b>Duty station of JE</b>	MAPUTO
<b>JE will be assigned to</b>	<input type="checkbox"/> Project/programme	<input checked="" type="checkbox"/> Representation (Enabel)/Country Office (NGA)	
<b>Project duration</b>	<b>Start date:</b>	2024	<b>Expected start date for the job:</b>
	<b>End date :</b>	2029	
<b>Requested JE contract duration</b>	<input type="checkbox"/> 1 year	<input checked="" type="checkbox"/> 1 year with possible extension	

<p>1. Context of the project  2. Objectives of the project  3. Partners of the project  4. Main activities of the project</p>	<p>Mozambique is one of the most vulnerable countries to climate change in Africa. In recent years, Mozambique has seen increased intensity and frequency of extreme weather events compromise the country's development ambitions.</p> <p>In Mozambique, a new portfolio was signed in 2024 with main thematic on Climate Resilience and several other programs are implemented for other donors mostly related to Climate as well.</p> <p>Enabel's cooperation programme 2024-2029 aims to link different areas of climate-related activities, from delivery of climate-proof public services to the most vulnerable populations in Mozambique to transitioning to low-carbon energy pathways. In doing so, the cooperation programme will contribute to the National Development Strategy 2015-2035.</p> <p>The portfolio aims to support and institutionally strengthen Mozambique so that the transition to a climate-resilient and low-carbon economy can be achieved in an <b>inclusive way with consideration of vulnerable communities</b> in both rural and urban areas. The portfolio will support the implementation of the three interventions together with the GoM, local authorities, communities and civil society to:</p> <ul style="list-style-type: none"> <li>• improve the formulation, adoption, and implementation of evidence-based policies and initiatives to build climate resilience and just energy transition</li> <li>• design, resource, and implement evidence-based climate resilient and low-carbon oriented plans and budget with a focus on anticipating risks of losses and damages</li> <li>• improve the access to sustainable and clean public energy services</li> <li>• improve the sustainability of climate-resilient drinking water supply and solar-powered irrigation systems in rural areas</li> <li>• implement the national programme for sustainable waste management and promote a circular economy in selected municipalities and at national level</li> <li>• strengthen capacities for climate action and finance mobilization through studies, technical assistance, and coordination support</li> </ul> <p>The current execution budget is around 70M EUROS (Bilateral + Global Projects) but could extend by end of 2025.</p> <p>The execution of the budget is done through grants and public tenders.</p> <p>In this context, we are looking for a JE to support the contractualization team, contribute to innovative green procurement</p> <p>The JE will be mainly part of the larger finance team in Mozambique but will also provide transversal support to the 3 countries.</p>
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Position of the JE within the organisation	
<i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i>	
<b>Supervisor's name, job title &amp; background (N+1)</b>	Cédric De Bueger, Expert in Contracting and Administration (ECA), Mozambique
<b>Resource person(s) for technical support's name, job title &amp; background</b>	Cédric De Bueger, Expert Contracting and Administration (ECA), Mozambique
<b>For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.</b>	Delphine Van Durme

JE – Job description	
<b>Job objective</b>	
<i>Explain in <b>MAX. 5 SENTENCES</b> the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i>	
<p>Ensuring that contractual processes (public contracts and subsidy agreements) are properly managed on behalf of the project with a clear focus on green procurement methods</p> <p>The EJ will provide direct support to the intervention teams and to the representation, by strengthening the teams' capacities with regard to contractualisation.</p> <p>1) On behalf of the bilateral programme and interventions for third parties, ensure adequate management of contractual processes (excluding human resources issues), in particular for subsidies.</p> <p>He/she is responsible for drafting the administrative part of the contract documents (special specifications, evaluation report, award decision) on the basis of the technical input provided by the contractors, and for guiding the award and monitoring the performance of the contracts. He/she must issue critical opinions and recommendations to improve the quality of the content.</p> <p>He/she must also be capable of providing direct support (advice) and of delivering appropriate training modules in public procurement training modules to the colleagues involved. He/she will also provide administrative support for the contractualisation of subsidy agreements.</p> <p>2) He/she will occupy a cross-functional position covering several interventions and processes. He/she will have the opportunity to work on several contractual processes and projects. This will allow a high degree of variation and a deeper level of learning. This variety in the job description also provides the opportunity to tailor the exact content of the post to the interests and skills of the successful candidate.</p> <p>3) The Junior Expert will ensure that contractual processes (public contracts and subsidy agreements) are properly managed on behalf of the project with a clear focus on green procurement methods</p>	

Result Areas			
Result area n°1		Time in % :	20
<b>JE's role</b>	Contracts Management		
<b>JE's responsibility</b>	Carrying out all administrative tasks relating to the contractualisation procedures initiated by the technical assistants and the Intervention Management		
<b>In order to</b>	Ensure optimized contract management		
<i>Most important tasks What activities (= verbs) are to be performed to achieve the objective?</i>	<ul style="list-style-type: none"> <li>- Monitoring contracts from the planning stage through to execution, together with the work carried out</li> <li>- Ensuring better filing of contracts (digital and physical)</li> <li>- Making the necessary entries in the Enabel ERP system</li> </ul>		

<b>Concrete expected outputs</b> <i>[What final and tangible products the JE is to produce?]</i>	Contracts are followed-up
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Result area n°2		Time in % :	50
<b>JE's role</b>	As Contractualisation Expert		
<b>JE's responsibility</b>	Developing your experience and knowledge of contractualization (Public Tenders and Grants)		
<b>In order to ...</b>	provide better support/advice to operations and the contract unit on sustainability issues and market management		
<i>Most important tasks What activities (= verbs) are to be performed to achieve the objective?</i>	<ul style="list-style-type: none"> <li>- Propose management tools according to the needs of the projects</li> <li>- Support the contractual design of the grants</li> <li>- Analyse and make proposals for taking social and environmental aspects into account in the contract documents</li> <li>- Support the projects at the time of expressing the need to take sustainability into account , even in Grants</li> <li>- Analyse and make proposals for a better knowledge of the market.</li> </ul>		
<b>Concrete expected outputs</b> <i>[What final and tangible products the JE is to produce?]</i>	<ul style="list-style-type: none"> <li>- Developed tools</li> <li>- Market proposal analysis</li> <li>- Reviewed CSC</li> </ul>		

Result area n°3		Time in % :	10
<b>JE's role [as...]</b>	As Capacity Builder		
<b>JE's responsibility (= verbs)</b>	Ensuring that teams' knowledge is developed		
<b>In order to ... [objective]</b>	Ensure proper contract management		
<i>Most important tasks What activities (= verbs) are to be performed to achieve the objective?</i>	<ul style="list-style-type: none"> <li>- Develop training modules and materials related to sustainability issues</li> <li>- Identify training needs within teams</li> </ul>		
<b>Concrete expected outputs</b> <i>[What final and tangible products the JE is to produce?]</i>	<ul style="list-style-type: none"> <li>- Develop training modules and materials related to sustainability issues</li> <li>- Identify training needs within teams</li> <li>- Sessions to the attention of the bidders before submitting their bids</li> </ul>		

Result area n°4		Time in % :	15
<b>JE's role [as...]</b>	As Logistic Innovator		
<b>JE's responsibility (= verbs)</b>	Think Out of the box to innovate the logistic management		
<b>In order to ... [objective]</b>	Have more efficient logistics processes		
<i>Most important tasks What activities (= verbs) are to be performed to achieve the objective?</i>	<ul style="list-style-type: none"> <li>- Improve fleet management system</li> <li>- Innovate in terms of green offices principles</li> <li>- Support the Log Officer to improve log processes in general at representation and in the field</li> </ul>		

<b>Concrete expected outputs</b> <i>[What final and tangible products the JE is to produce?]</i>	- New flows and tools for logistic management (fleet, maintenance of the office, inventory of the office equipments,...)
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**ATTENTION**, next to his/her tasks related to the project activities, the Junior Expert will also have to carry out several tasks, common to all Junior Experts, for the Junior Programme:

Result area n° 5		Time in % :	5%
<b>JE's role</b>	<b>As Ambassador for Global Citizenship</b>		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Own initiative to make certain aspects of global citizenship known to the Belgian public (podcast, video, action, event...)</li> <li>- Support to an already existing initiative in the field of global citizenship (eg of Enabel, a Belgian or local NGO, ....)</li> <li>- Any other global citizenship activity requested or approved by the Junior Programme.</li> </ul>		
<b>Concrete expected outputs</b>	<ul style="list-style-type: none"> <li>- 1 global citizenship initiative finalised and/or supported per year</li> <li>- Possibly other individual awareness-raising activities (eg. photo exhibition, video, educational kit, games, testimonies, ...)</li> </ul>		

<b>JE's contribution to the Junior Programme priorities</b>	
<b>Innovation</b>	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g : action research, testing &amp; roll-out of new technologies, etc.</i>	
<b>JE's role</b>	
<b>Most important tasks</b>	Need to innovate in terms of sustainable and green procurement and logistics Be innovative with procurement procedures, attracting bidders, competitive dialogue,...)
<b>Concrete expected outputs</b>	Best practices in using innovative sustainable and green procurement and logistics

<b>Support local partners</b>	
<i>How will the JE cooperate with and support the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a (young) local professional?</i>	
<b>JE's role</b>	
<b>Most important tasks</b>	See how sustainable procurement can be also integrated in our grants
<b>Concrete expected outputs</b>	Training on green procurement for our grantees

Requested profile			
<b>Required training/degree (area of diploma) for the job</b> <i>&gt; Remark : will be eliminatory on CV for the candidates. Be complete &amp; specific, please.</i>	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input checked="" type="checkbox"/> Law/Criminology	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy <input type="checkbox"/> Sociology/ Anthropology/ Social work <input type="checkbox"/> Psychology <input type="checkbox"/> History/Philosophy /Art/Religion <input type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources / Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input type="checkbox"/> Public health <input type="checkbox"/> Development studies <input type="checkbox"/> All profiles <input type="checkbox"/> Others and/or details (if needed) : ...
<b>Necessary specific knowledge for the job</b> <i>&gt; Remark : will be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> <li>- A master diploma in Law is required</li> <li>- Previous experience is not required</li> </ul>		
<b>Language skills</b> <i>&gt; For Dutch and French level A2 is required. If a higher level of these Belgian national languages is required, please indicate this. &gt; Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.</i>	<b>Languages</b>	<b>Knowledge</b>	<b>Comments</b>
	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	
	Portuguese	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	The JE is encouraged to follow classes prior departure
	French	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Minimum level A2 required (if level is not above A2 than a good knowledge of Dutch is required for the selection interview)
	Dutch	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Minimum level A2 required (if level is not above A2 than a good knowledge of French is required for the selection interview)
<b>Preferred assets for the job</b> <i>&gt; Remark : will <u>not</u> be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> <li>- Good excel skills</li> <li>- Experience with transferring knowledge, building capacity</li> <li>- Interest for technologies</li> <li>- Experience with Enterprise Resource Planning (Enabel uses UBW)</li> <li>- Basic Knowledge of public and administrative law and ideally</li> <li>- basic knowledge about public tenders</li> <li>- Interest and basic knowledge in green and sustainable procurement</li> </ul>		
<b>Driver's licence for motorcycle &amp; car</b>	<b>Motorcycle</b>	<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	<b>Car</b>
			<input type="checkbox"/> Essential <input type="checkbox"/> Preferable

Country context information		
<b>Living conditions</b>		
<b>Capital / rural area</b>	Capital	
<b>Security context</b>	Relatively safe environment, when taking basic safety measures	
<b>Access to services</b>	Yes, except for drinking water from the tap and reliable public transport	
<b>Isolation / social life</b>	Not isolated	
<b>Location suited for families (with children)</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Other useful observations?</b>		
<b>Work context &amp; conditions</b>		
<b>Work location</b>		
<b>Field exposure?</b> <i>(Direct contact with local partners &amp; reality, ...)</i>	Work will be mainly at Representation with the contract team and the intervention managers but some field work will be done related to the organization of the logistics	

<b>Frequency field missions</b> <i>(Weekly? Monthly? Number of days?)</i>	A few missions to the field to assess the logistics processes will be necessary.
<b>Accessibility of the supervisor</b>	The supervisor will be also based in Maputo and very accessible.
<b>Teamwork / isolated work</b>	The JE will work in close collaboration with the contract and log team
<b>What transport arrangements will the project consider in order to insure the JE's professional travels/journeys?</b>	<input type="checkbox"/> Motorcycle from the project at disposal of the JE
	<input checked="" type="checkbox"/> Borrow a car belonging to the project/programme when required
	<input type="checkbox"/> Taxi
	<input type="checkbox"/>
<b>What transport arrangements will the JE consider in order to ensure his/her private travels/journeys?</b>	<input type="checkbox"/> Motorcycle
	<input checked="" type="checkbox"/> Car
	Local transport? What? : Taxi
	<input type="checkbox"/> Other, please specify :
<b>Other useful observations?</b>	