

**The Facility of the Regional Teacher Initiative for Africa is implemented by:**



## **Procurement & Contracts Officer – Facility of the Regional Teachers Initiative for Africa (RTIA-Facility)**

### **Project description.**

The Regional Teachers Initiative for Africa (RTIA), a programme funded by the EU/EC via the Education section (G3) of DG INTPA aims to improve learning outcomes and the socio-emotional development of children in Africa, by having a more competent, motivated and inclusive teacher workforce in basic education.

The RTIA especially seeks to achieve the following outcomes over the next 6 years:

1. Improve the governance, management, attractiveness, and gender balance of the teaching profession, with a strong focus on increased digitalisation and innovation.
2. Enhance the quality, relevance, and effectiveness of initial and continuous teacher professional development, notably through digital education, peer-to-peer learning approaches and regional collaboration.

Within RTIA, the Facility (RTIA-Facility) supports teacher policy and improve teacher education and professional development systems by i) providing capacity building at country level through on-demand technical assistance, ii) promoting innovation and scaling of effective teaching solutions; iii) increasing the production and use of data and evidence, and iv) promoting the use of regional frameworks, evidence-based practices, and joint learning at regional level.

The RTIA-Facility reaches the above-mentioned objectives through 3 types of instruments or “windows”:

- one window to deliver on-demand technical assistance on teacher governance and teacher education and professional development based on the demand from eligible partner countries,
- one window on testing and scaling effective programs for teacher education and professional development in the thematic areas of digital skills, gender, green skills, and pedagogical skills, including in the context of refugees and displaced populations,
- a research window to create new evidence and support the integration of evidence in the policy making process and in the design of teacher education and professional development programs.

In addition to these windows the Facility’s knowledge management and communication activities further contributes to the sharing of knowledge, evidence, and best practices related to the overall Initiative outcomes.

The Facility is funded by the European Union and be co-implemented by the Partnership formed by 3 member state agencies: Expertise France for France, Enabel for Belgium, EDUFI for Finland. Expertise France has been designated the Coordinating Agency for this Partnership. With the Facility governance scheme serving as the Initiative's governance scheme, it is expected that the Partnership works closely with UNESCO and AUC, in charge of the other 2 components of the EU Initiative.

The duration of the action is scheduled from 01.02.2024 to 31.01.2027 (36 months) with a budget of 46.000.000 EUR.

## **Assignment description.**

Based at the Expertise France coordination office in Paris, the Procurement & Contracts Officer reports directly to the Support Services Coordinator. The post-holder steers the full procurement cycle and the day-to-day management of implementation contracts for the Facility, ensuring strict compliance with Expertise France and donor rules.

While the role carries no direct line-management duties, the Officer works hand-in-hand with the Admin & Finance Officer to align contractual commitments with payment and budget follow-up, and collaborates closely with project teams, suppliers, and Member-State partners.

### Responsibility 1 – Procurement Planning & Process Management

- Map upcoming procurement needs and keep a rolling procurement plan ("PPC") up to date with the programme team, including anticipated expert requirements.
- Provide upstream support to expert sourcing by liaising with project teams to define expert profiles, identify priority pools or shortlists, and feed this information into tender documentation.
- Draft or refine administrative and technical specifications that form part of complete tender dossiers.
- Launch and steer procurement procedures (framework contracts, competitive tenders, direct awards) in strict accordance with Expertise France rules and validation workflows and in close coordination with EF dedicated units (DAJ, CCA, USP)
- Check the format and compliance of all quotes, coordinate evaluation committees, prepare award notices, and draft supplier contracts for signature.
- Keep a full, auditable record of every step—specifications, bids, evaluations, contracts—in both digital and hard-copy form.

### Responsibility 2 – Contract Administration & Implementation Follow-up

- Keep a live register of contracts, tracking key dates, deliverables, and financial ceilings.
- Verify receipt of goods and services, collect delivery reports, and flag performance issues early.
- Monitor the payment schedule (advances and instalments) in close cooperation with the Administration & Finance Officer.
- Record, justify, and process any agreed price revisions or contract amendments.
- Maintain active supplier liaison until final delivery and contract close-out.
- File and archive all invoices and supporting documents—physical and digital—in line with EF policy.

### Responsibility 3 – Compliance, Controls & Record-Keeping

- Enforce donor and EF procurement rules at every stage, correcting deviations on the spot.
- Ensure the format and content of both quotes and invoices remain fully compliant.
- Run periodic self-checks, contribute to internal audits, and supply evidence to external auditors.
- Keep all procurement files—specifications, tenders, evaluation minutes, contracts, invoices—organised and searchable.

- Update procedures and templates when EF regulations or the Facility standard operating procedures evolve.
- Safeguard confidential supplier data and ensure GDPR-compliant handling of all records.

#### Responsibility 4 – Coordination and Capacity Building

- Act as the procurement focal point for Member-State agencies and project teams, promoting harmonised approaches while taking into account the specific procedures and constraints of each agency.
- Coach EF programme staff on drafting clear specifications, structuring evaluation grids, and spotting compliance pitfalls.
- Share lessons learned and best practices, feeding them back into future tenders and contract templates.
- Continuously analyse the expertise-mobilisation workflow across the Facility - tracking lead times, bottlenecks, and partner constraints - and feed insights into process tweaks.
- Identify and roll out accelerated sourcing measures (priority pools, expert pre-validation, collaborative agreements with public institutions) to cut mobilisation delays.
- Contribute to capacity-building materials - checklists, quick-reference guides, mini-trainings - that keep procurement knowledge current across the team.

The outlined responsibilities necessitate establishing connections with the support units of MS agencies in Europe, along with EF personnel based at the Addis Ababa office in Ethiopia.

### **Qualifications**

#### Required Skills:

- Solid understanding of procurement procedures and contract management, ideally in the context of international development or public procurement.
- Familiarity with donor (EU) procurement rules and internal validation workflows. Previous knowledge of EF procurement rules would be an asset.
- Strong analytical and problem-solving skills; ability to assess compliance risks and propose practical solutions.
- Excellent organisational skills and attention to detail, especially in document management and audit trail requirements.
- Ability to liaise effectively with technical teams, suppliers, and administrative/financial colleagues.
- Proficient in drafting technical and administrative documentation (e.g. tender dossiers, contracts, purchase orders).
- Capacity to work autonomously, manage multiple priorities, and meet tight deadlines.
- Strong written and verbal communication skills in French and English (both required).
- Mastery of standard office applications (Microsoft Office); experience with procurement or ERP tools is an asset.

#### Required Experience:

- 3 to 5 years of relevant professional experience in procurement, contract administration, or supply chain management, preferably in an international cooperation, development, or public sector context.

- Experience in preparing procurement files (technical specifications, ToRs), managing tender processes, and drafting supplier contracts.
- Previous involvement in monitoring contract implementation, verifying deliverables, and coordinating with finance teams for payment tracking.
- Practical experience in managing documentation and ensuring compliance with donor or institutional procurement regulations.
- Prior exposure to multi-stakeholder environments (e.g. working with consortium partners, institutional donors, or public entities) is an advantage.

### **Contract information.**

The contract period is for 12 months starting as soon as possible (yearly renewable up to 5 years, covering the 2 phases of the Initiative). We offer an EF contract with a competitive salary and benefit package which includes comprehensive insurance cover, social security, pension contribution, etc.

### **Application.**

Documents to be provided:

- A CV
- A cover letter
- Three business references including email and telephone contacts.