

Contract Specialist– UNDP

A United Nations agency tasked with helping countries eliminate poverty and achieve sustainable economic growth and human development

Location: Beirut, Lebanon

Deadline for application: April 14, 2024

Contract Duration: 1 year

Major: degree in Mechanical Engineering, Computer Engineering, Electrical Engineering, Civil Engineering, or any related field

Experience: 5 – 7 years of experience

Major Responsibilities:

- Review and evaluate tender documents.
- Administer the awarded contracts and contract amendments.
- Serve as the liaison between contractors and senior engineers, site engineers, CPCR program, and procurement Unit.
- Prepare guidelines related to contract management for the engineers in the Areas and National offices according to the standards and best practices.
- Develop and implement best practices procedures and ensure that UNDP's vision is carried out every day through its projects implemented in the four areas.
- Develop procedures that deal with contractors, local authorities, and LHSP staff that help maintain best practices, provide a baseline for accountability expectations, and protect against legal, regulatory, and liability issues.
- Establish and Maintain templates and approval workflows to solidify and simplify processes across the different LHSP Units and procurement Unit.
- Enhance the workflows, reduce manual tasks, and automate processes to work as effectively as possible.
- Review and amend standard contract documentation as required.
- Execute spot-checks to ensure that works are implemented as per the approved design, and that the contractor is respecting the contract terms.
- Assist in the evaluation of the performance of the engineering unit, draft lessons learned, and propose a strategy for the next year.
- Ensure that consultants respect the terms of contracts and provide quality design with minimal errors.

Additional Requirements:

- Ability to plan, organize, prioritize, and control resources, procedures, and protocols to achieve specific goals.

- Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other parts of the system.
- Ability to take decisions in a timely and efficient manner in line with one's authority, area of expertise and resources.
- Ability to identify and organize action around mitigating and proactively managing risks.
- Ability to effectively plan, organize, and oversee the Organizations business processes in order to convert its assets into the best results in the most efficient manner. Knowledge of relevant concepts and mechanisms.
- Ability to build and maintain an overall positive public image for the organization, its mandate, and its brand, while ensuring that individual campaigns and other communications and advocacy initiatives are supported in reaching the public.
- Ability to identify funding sources, match funding needs (programs/projects/initiatives) with funding opportunities and establish a plan to meet funding requirements.
- Experience in managing engineering contracts, contractors claim and reviewing variation orders.
- Experience working in international and/or local NGOs/agencies is an asset.
- Experience with UN Agencies is an asset.
- Experience in engineering offers evaluations.
- Fluency in written and spoken English and Arabic. French is a plus.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb;
Ext. 7801; 7802