

COUNCIL FOR DEVELOPMENT & RECONSTRUCTION

REQUEST FOR EXPRESSIONS OF INTEREST

Lebanese Republic
Lake Qaraoun Pollution Prevention Project
Consulting Services
Loan No. 8637-LB

The Government of Lebanon has received financing from the World Bank toward the cost of the Lake Qaraoun Pollution Prevention Project and intends to apply part of the proceeds for the cost of improving solid waste management in the Litani River and Qaraoun Lake watersheds. The CDR is seeking to recruit a full time Procurement and Contract Associate (PCA) to support the Project Management Unit (PMU) of the Lake Qaraoun Pollution Prevention Project (LQPPP) and the Legal Affairs Division in the Council of Development and Reconstruction (CDR), in the following tasks:

Job Title: Procurement and Contract Associate	Job number: QC3C11h
Reporting to: CDR	
Duties and Responsibilities: <ol style="list-style-type: none">1. Assist the Procurement Officer under the LQPPP PMU in carrying out procurement operations in accordance with CDR's and WB's policies and procedures,2. Support the PMU in the review of the tender documents and in any other duties assigned to in the verification of tender documents and contracts,3. Follow up on all implementation schedules prepared by the PMU,4. Contribute to the preparation of the implementation progress reports and procurement plans,5. Assist the Legal Affairs Division in all contractual and administrative work,6. Prepare project related documents (such as response to external requests/inquiries and to internal correspondences between CDR departments, etc..) in accordance with CDR's policies and procedures,7. Coordinate with CDR departments on contracts processing related issues,8. Close follow up with various departments within CDR to expedite the delivery of decisions approved by the CDR board,9. Maintain proper filing of all project related documents.	
Qualifications: <ol style="list-style-type: none">i. Bachelor degree in law; masters is a plusii. At least 5 years of experience in procurement and in preparation of contracts/agreements,iii. Must have proven experience in review and preparation of FIDIC contracts and public reconciliation contracts,iv. Proficiency in Arabic and English;v. Excellent coordination skillsvi. Proven written and oral communication skills.	

Interested candidates are invited to **EITHER** submit their CVs **Electronically** on the following electronic address: ghinwah@cdr.gov.lb, **OR** through formally addressing the CDR at the address below enclosing their CVs (in sealed envelopes), not later than **12:00 noon, Beirut local time on Thursday November 23rd, 2023** mentioning as reference "**Procurement and Contract Associate (QC3C11h)**"

Attention: The President of the CDR
Address: Council for Development and Reconstruction (CDR)
Tenders Department
Tallet Al-Serail, Beirut (Beirut Central District), Lebanon
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Facsimile: +961 1 981255
E-mail: ghinwah@cdr.gov.lb
Web site address: www.cdr.gov.lb/procurement
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