

We are looking to recruit a full time Framework Contract Officer

SHER Ingénieurs-Conseils is a Belgian Consulting engineers created in 1985 and located in Namur (Belgium). We support decision-makers by providing innovative solutions in Water, Environment, Energy, and Infrastructure and development worldwide. Our clients include multilateral donors (European Union, African Development Bank, World Bank...), bilateral donors (ENABEL, AFD, KfW ...), NGO's, private investors, and others.

Our areas of specialization include:

- Integrated water resources management
- Water supply and sanitation
- Irrigation and hydro-agricultural development
- Small hydropower and renewable energies
- Environmental protection and climate change resilience

We are currently looking for a **Framework Contract Development Officer** to work (mainly but not limited to) on the acquisition and management of projects under EU Framework Contracts (SIEA 2018) covering:

- Sustainable management of natural resources and resilience;
- Infrastructure, sustainable growth and jobs;

Your profile:

- Bachelor/Master's degree in management, economics, public finance management, public administration, European studies, politics, communication or related fields in development cooperation;
- Min. 3 years' general experience
- Min. 1-2 years' experience in procurement or implementation of projects under Framework Contracts BENEF or SIEA);
- Experience in project development cooperation and management is an asset;
- Good analytical skills and understanding of the proposal development process;
- Excellent organizational and planning skills.
- Self-motivated and supportive team player;
- Able to handle multiple tasks and achieve short deadlines;
- Good stress-resistance and ability to work independently;
- Excellent written and oral communication skills;
- Fluency in English and French; Spanish is an asset.

Your tasks:

- Requests of proposal analysis, evaluating the business opportunity for our sector;
- Identification and contact of high-quality experts, check their references if needed;
- CVs tailoring for specific assignments; develop/supervise methodologies and work plans;
- Negotiate and agree on working conditions with the experts ;
- Budgets preparation ;
- Coordinating and ensuring efficient communication with clients, partners, and experts;
- Fulfill project management tasks (logistics, backstopping, contractual and administrative arrangements, financial follow-up and interaction with clients/partners/team).

What we offer:

- A full-time position within a company with highly-developed expertise and consultancy experience (part-time can be an option – max 4/5);
- A long-term contract, starting as soon as possible;
- A full salary package with benefits (pension scheme, lunch vouchers, public transport allowance, travel insurance, etc.).

How to apply:

Feel free to send your application in English (covering letter and CV) to Mr. Pascal TORDEUR (tordeur@sher.be) by **31 January 2020**.