



foundation **RURAL ENERGY SERVICES**

FRES is recruiting

Contracts and Procurement Manager

Full time

Job description

About FRES

With its 20-year track record, the Foundation Rural Energy Services (FRES) is a pioneer in bringing off-grid solar energy to rural Africa. Even in the most challenging and hard to reach areas, avoided by competitors, FRES has become a trusted supplier of solar energy to businesses, communities and households. With our work in rural Africa we contribute directly to the core pledge of the SDGs: to leave no one behind.

Central to our success is our belief in local entrepreneurship. FRES establishes commercial utilities under local management that gradually extend their reach from village to village and district to district. Currently FRES has operations in Mali, Burkina Faso, Guinea-Bissau and Uganda and aims to add more countries to our network over the next few years.

FRES' small head office in Amsterdam, The Netherlands oversees and supports the activities of local companies in Africa. By providing strategic and operational support, it guides the companies on a roadmap to self-reliance. The head office is also responsible for fundraising, procurement, developing partnerships and the expansion into new countries.

Current estimates show that by 2030, half a billion people will still remain without access to energy, predominantly living in rural Africa. This makes our experience and work even more relevant and urgent!. By supporting the growth of our current companies and adding new countries to our network, we aim to grow our coverage tenfold by 2030.

We are looking for new colleagues to join us in this ambition. FRES Netherlands is currently looking to fill the position of Contracts and Procurement Manager.

Position

The Contracts and Procurement Manager is a key position within FRES Netherlands. For our investments in solar energy installations in rural Africa, FRES works with both large and small donor contracts, as well as with installation supplier contracts. Both require meticulous management and reporting. The Contracts Manager will report directly to the Managing Director.

We are looking for a seasoned colleague that does not shy away from managing large contracts and will act as the internal watchdog to ensure that all colleagues and the local companies follow the rules, as set out in these contracts. You will maintain close relationships with the local companies, donors and suppliers to ensure that contracts are followed and finalized. You will also play a role in fundraising, vetting the requirements of contracts to ensure that our proposals follow all conditions.

In the role of managing procurement, you oversee all our tender-, procurement and delivery processes of to ensure that these follow conditions set by donor contracts. You will negotiate the contracts with suppliers and ensure that contracts are followed as agreed. You will manage relationships with our suppliers and also support our local companies in their procurement.



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As we have companies in both English and French speaking Africa and the local delegations of our donors are often based in countries where we are active, being fluent in both English and French (verbal and written) is required. You will also play a role in fundraising, vetting the conditions and contracts to ensure that our proposals follow all conditions. Reporting on contracts is also a part of this role. Experience with EU contracts will be a distinctive advantage.

Activities

Grant management / donor relations

- Maintain strong relationships with donors
- Perform daily coordination of meeting milestones in the contracts
- Generate detailed financial and narrative reports to donors
- Provide audit support to the group controller
- Support fundraising by monitoring tenders and vetting requirements

Procurement

- Monitoring all procurement activities to ensure that donor requirements are met
- Setting up and managing tenders according to donor requirements and regulations
- Negotiating contracts with suppliers resulting in purchasing orders
- Managing contract fulfilment and delivery of goods and services on site
- Manage close relationships with our portfolio of suppliers

Skills and experience

- Fluent, proficient English and French (verbal and written)
- Work experience with organizations in African countries
- Experience in donor contract management, experience with EU contracts advantageous
- Experience in fundraising organizations
- Experience in the procurement for large-scale technical projects
- Strong planning skills
- Able to work independently
- Good interpersonal and intercultural skills
- University degree or education and/ or experience at a comparable level

Conditions

The position is in principle full-time, a four-day work week can be discussed. Working at the headquarters in Amsterdam is preferred. Working at distance with regular visits to the head office can be discussed. FRES offers a competitive salary in accordance with the standards of the Dutch NGO sector.

Contact

For further information about FRES, our work and the position, please check our website www.fres.nl or send an email to ido.verhagen@fres.nl. Are you interested? Send your motivation and resume to ido.verhagen@fres.nl. Do so before 31 October but do not wait longer than necessary: applications will be processed on a first come, first served basis.