

***Terms of Reference for
Human Resources
and Procurement Officer
Women Development Organization (WDO)***

A. JOB INFORMATION:	
<u>Job title:</u> Human Resources and Procurement Officer <u>Reports to:</u> Upper Management <u>Department:</u> Financial, Administrative and Human Resources <u>Closing Date:</u> 07 September 2026	<u>Contract Type:</u> Fixed-Term Contractual Staff Appointment <u>Contract Duration:</u> 12 Months <u>Duty Station:</u> WDO Headquarters, Cairo - Egypt

B. ORGANIZATIONAL CONTEXT
The Women Development Organization (WDO) is a specialized institution of the Organization of Islamic Cooperation (OIC), established to advance women's development and empowerment across Member States. WDO supports the promotion of women's rights, socio-economic participation, leadership, and institutional capacity development through policy support, research, advocacy, partnerships, and programme implementation. To support the effective implementation of its programmes and institutional priorities, WDO requires strong human resources and procurement functions to ensure transparent, timely, compliant, and efficient management of recruitment, contracting, procurement, and administrative processes. The Human Resources and Procurement Officer will contribute to the smooth functioning of WDO operations by supporting and administering HR and procurement activities in accordance with WDO rules, procedures, and best practices.

C. PURPOSE OF THE POSITION
Under the direct supervision of the Director of Financial, Administrative and Human Resources, the Human Resources and Procurement Officer will provide operational, administrative, and technical support in the areas of human resources management and procurement. The incumbent will contribute to the effective implementation of recruitment, contracting, employee administration, procurement planning, vendor management, contract administration, and records management processes, in line with WDO Staff Regulations, Staff Rules, administrative procedures, and applicable internal controls.

D. DESCRIPTION OF DUTIES

Within delegated authority, the Human Resources and Procurement Officer will be responsible for the following duties:

I. Human Resources:

To support the development and administration of a professional, competent, accountable, and performance-oriented workforce through effective recruitment, workforce planning, staff administration, performance management, organizational development, and staff capacity-building.

Human Resource Strategy and Planning

1. Identify organizational capacity gaps and support the development of recommendations on staffing, training, role alignment, and restructuring measures, as appropriate.
2. Support management in workforce planning by providing analysis and recommendations on staffing priorities, workforce composition, and distribution of responsibilities.
3. Develop and maintain HR indicators, staffing statistics, and workforce data to support evidence-based management decisions.

Organizational Structure and Job Design

4. Support the review and updating of the organizational chart in line with WDO's structure, approved positions, and budget provisions, and maintain an updated staffing table showing approved positions, occupied posts, vacancies, and contractual status.
5. Develop, review, and update job descriptions and terms of reference (ToRs) to ensure clarity of functions, reporting lines, and alignment with organizational needs.
6. Identify duplication, gaps, or unclear distribution of functions across the Organization and propose corrective adjustments to improve clarity, efficiency, and accountability.

Recruitment and Staff Administration

7. Support recruitment and selection processes, including identifying recruitment requirements, drafting and reviewing vacancy announcements, coordinating advertisement through appropriate channels, receiving and screening applications, developing and applying selection criteria, organizing assessments, interviews and selection panels, conducting reference and credential checks, and preparing recruitment reports and recommendations for management consideration.
8. Administer and update relevant human resources data in the Organization's Enterprise Resource Planning (ERP) system and related tracking tools.
9. Coordinate with the Finance Unit on payroll-related personnel actions, contract status updates, and supporting documentation affecting payroll administration.
10. Assist in the preparation, review, and administration of contracts, amendments, personnel action forms, and other HR-related correspondence and documentation.
11. Support consultant and short-term personnel contracting processes, including documentation

review, tracking of contract status, and coordination with relevant units.
12. Provide administrative support related to onboarding, relocation, residency, and other personnel administrative formalities of international staff and consultants, as applicable.

Performance Management and Staff Development

13. Support the coordination and administration of performance appraisal processes and prepare related reports and follow-up actions.
14. Contribute to the development and implementation of HR initiatives related to staff development, learning, career support, and organizational capacity-building.

HR Policy, Systems and Records

15. Maintain and regularly update the Organization's human resources database, personnel records, and staffing information.
16. Ensure proper filing, archiving, confidentiality, and maintenance of employee records and HR documentation in both physical and electronic formats.
17. Contribute to the preparation, review, updating, and implementation of institutional HR policies, procedures, frameworks, standard operating procedures, templates, forms, checklists, and reporting tools, including, as required, Human Resources Policy and Procedures, Recruitment and Selection Procedures, Performance Management Framework, Staff Learning and Development Framework, Leave and Attendance Procedures, and Personnel Records Management Procedures.

II. PROCUREMENT

To ensure the effective planning and administration of WDO procurement activities and the acquisition of goods and services in a manner that promotes competition, transparency, fairness, value for money, institutional accountability in compliance with applicable rules.

Procurement Planning and Coordination:

1. Support the improvement of WDO templates, and internal workflows.
2. Coordinate with WDO departments and units to identify procurement requirements, specifications, timelines, and delivery needs.
3. Support the preparation, implementation, and periodic updating of procurement plans in line with institutional priorities and approved budgets.
4. track procurement actions and follow up on timelines to ensure timely completion of procurement processes.
5. Advise requesting units on appropriate procurement approaches, documentation requirements, and applicable thresholds and approval processes.
6. Maintain a procurement tracking system showing the status of all procurement actions and provide periodic procurement forecasts and updates to management.

Procurement Processes and Administration

7. Support the procurement of goods, services, consultants, and other operational requirements in accordance with WDO procedures and approved procurement methods.
8. Prepare and/or review procurement documentation, including terms of reference, technical specifications, requests for quotations, requests for proposals, expressions of interest, bid documents, and evaluation matrices.
9. Review procurement requests for completeness and determine or recommend the appropriate procurement method in accordance with applicable thresholds, approval matrix, and procedures.
10. Manage communications with vendors, consultants, and service providers during solicitation, clarification, evaluation, and contracting stages through appropriate official channels, ensuring equal access to relevant procurement information and proper documentation of clarifications and exchanges.
11. Prepare procurement submissions, comparative statements, bid evaluation summaries, and recommendations for review and approval by the authorized officials or committees.
12. Assist in drafting and processing purchase orders, contracts, amendments, and related procurement documentation.
13. Coordinate the receipt, opening, recording, and administrative review of quotations, proposals, and bids, and support the organization of evaluation processes.
14. Support procurement committees, bid opening teams, and evaluation panels by preparing documentation, coordinating meetings, and maintaining records of proceedings and decisions.
15. Support contract award notification processes and vendor communications upon completion of approvals.
16. Ensure procurement files are complete, organized, and properly documented, including solicitation records, evaluation documentation, approvals, correspondence, receipt and handover documentation, and any other documents required to maintain a complete audit trail.

Contract and Vendor Administration

17. Maintain vendor and consultant records, contract tracking tools, and procurement filing systems.
18. Monitor deliverables, timelines, milestones, and payment-related documentation under procurement and consultancy contracts.
19. Liaise with vendors, consultants, and internal units to facilitate contract implementation and resolve administrative issues in a timely manner.

Compliance, Records, and Reporting

20. Ensure that procurement actions are conducted in accordance with WDO Staff Regulations, Staff Rules, internal administrative procedures, and applicable compliance requirements.
21. Maintain complete, accurate, and auditable procurement.

22. Prepare periodic reports, trackers, and status updates on procurement actions, highlighting progress, pending issues, risks, and recommended follow-up actions.
23. Flag compliance gaps, documentation deficiencies, and process delays, and recommend appropriate corrective measures.
24. Contribute to the preparation, review, updating, and implementation of institutional procurement policies, procedures, frameworks, standard operating procedures, templates, forms, checklists, approval matrices, and reporting tools, including, as required, Procurement Policy and Procedures, Procurement Thresholds and Approval Matrix, Vendor Management Procedures, Contract Administration Procedures, Conflict-of-Interest Procedures, and HR and Procurement Standard Operating Procedures and any other assigned duties in line with the role.

E. REQUIRED QUALIFICATIONS

Education:

Advanced university degree in business administration, human resources, procurement, public administration, or another relevant field.

Work Experience:

1. At least seven (07) years of progressively responsible experience in procurement, contract administration, human resources, operations support, or administrative management.
2. Demonstrated experience in supporting procurement processes for goods, services, and/or consultants is required.
3. Experience in recruitment, personnel administration, contracting, or HR operations is highly desirable.
4. Experience with international organizations, intergovernmental institutions, donor-funded projects, or development organizations is an asset.
5. Good knowledge of the institutional, cultural, and operational context of OIC Member States is an asset.

Languages:

1. Fluency in written and spoken English is required.
2. Knowledge of Arabic and/or French is an asset.

Other Essential Requirements

Nationality of one of the WDO Member States.

F. SKILLS AND FUNCTIONAL COMPETENCIES

1. Strong interpersonal skills and ability to work effectively with individuals from diverse cultural and professional backgrounds;

2. Ability to coordinate processes, facilitate communication, and support collaborative decision-making;
3. Strong planning, organizational, and multitasking skills;
4. Attention to detail and ability to maintain accurate records and documentation;
5. Ability to establish and maintain effective working relationships with multidisciplinary and multicultural teams;
6. Ability to work under pressure, manage competing priorities, and meet deadlines;
7. Strong drafting, reporting, and communication skills;
8. High degree of discretion, professionalism, and confidentiality;
9. Proficiency in Microsoft Office applications, especially Word and Excel;
10. Familiarity with ERP systems and electronic records management tools is desirable;
11. Knowledge of donor-funded procurement procedures is an asset.

G. WDO CORE VALUES AND COMPETENCIES

CORE VALUES

1. Respect for Diversity
2. Integrity
3. Professionalism
4. Accountability

Core Competencies

1. Teamwork;
2. Respecting and promoting individual and cultural differences;
3. Communication;
4. Producing results;
5. Building and promoting partnerships across the organization and beyond.
6. **Planning and organizing**
7. **Stakeholder coordination**
8. **Results orientation**

H. TERMS OF APPOINTMENT

The appointment will be on a fixed-term contractual basis for a duration of one (01) year. Any extension of appointment will be subject to the agreement of both sides supported by the satisfactory performance, continuing organizational need, availability of funds, and WDO's applicable Staff Regulations, Staff Rules, and administrative procedures.

I. ADDITIONAL INFORMATION

1. Interested candidates must submit their application, including a curriculum vitae (CV) and any other required supporting documents, to info@wdo-odf.org

2. Only shortlisted candidates will be contacted.
3. Candidates shortlisted for interview may be required to submit scanned copies of academic qualifications, certificates, and other supporting documents in advance.
4. Any appointment or extension of appointment shall be subject to WDO Staff Regulations, Staff Rules, and applicable administrative procedures.
5. WDO recognizes higher educational qualifications obtained from institutions accredited or recognized in the World Higher Education Database (WHED) of the International Association of Universities / UNESCO.