



UFE IS RECRUITING ITS PROCUREMENT AND TECHNICAL EVALUATION SPECIALIST

UNIVERSITÉ FRANÇAISE D'ÉGYPTE

Founded in 2002, Université Française d'Égypte (UFE) is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders. A promise to receive unparalleled high-quality educational programs, a solid integration into the job market, and a dedication to securing a professional future. The hub of French higher education in Egypt, UFE offers a multicultural experience, providing degrees from renowned French universities accredited by France's Ministry of Higher Education and Research.

With tremendous support from both the Egyptian and French governments, UFE is ready to move to a new campus with a total area that exceeds thirty Fidan. The top-notch campus, with its superb design, is expected to receive students starting in the academic year 2026-2027, which will be a paradigm shift in UFE's educational and student life offerings alike.

THE POSITION

The New Campus Department seeks an accomplished professional and operational le specimen to fill the position of Procurement and Technical Evaluation Specialist. The successful candidate will participate in procurement strategies, technical and financial bid evaluations for the university's large-scale infrastructure expansion, focusing heavily on university equipment, furniture, and specialized academic assets. The role requires a deep familiarity with International Financial Institutions (IFIs) and external funding frameworks (such as AFD and World Bank).

Key Responsibilities

- Develop comprehensive procurement plans, procurement strategies, tender documents, procurement timelines, and delivery schedules in strict accordance with International Financial Institution (IFI) guidelines and funding agency frameworks (such as AFD and World Bank).
- Launch and manage complex national and international tenders, including structuring Request for Proposals (RFP), Prequalification (PQ) documents, and Specific Procurement Notices (SPN).
- Participate in technical and financial evaluation committees in reviewing bids and proposals from international contractors, consultants, and suppliers to ensure absolute



compliance with project requirements, technical engineering standards, intended budget estimates.

- Develop detailed technical specifications, scoring mechanisms, and compliant ranking workflows based on established selection criteria to systematically identify top-ranked bidders.
- Draft, negotiate, and manage high-value contracts with international and local suppliers and service providers for specialized university equipment and campus furniture.
- Prepare transparent technical and financial evaluation reports, justification reports, and successfully complete annual financial, internal control system, and procurement audits.

Education and Experience

- Educational Background: B.Sc. in Engineering, or Commerce, or Business Administration, or a closely related technical discipline from a recognized university.
- Tendering Expertise: Proven experience in managing procurement under International Financial Institutions (IFIs), with a strong preference for practical familiarity with Agence Française de Développement (AFD) and/or World Bank Group (WBG) or similar guidelines.
- Technical Evaluation Record: Extensive, demonstrable experience in technical evaluation workflows, auditing compliance, and qualifying technical submittals for large-scale engineering or infrastructure projects.
- Contract Management: Certified training or proven professional expertise in formal Contract Management and the execution of complex technical specifications.
- Language Proficiency: An excellent command of English, French, and Arabic is required, as they are essential for contract drafting, engineering evaluations, and stakeholder coordination.
- Interpersonal and Leadership Skills: Exceptional time management, adaptability, and acute attention to detail. Proven ability to work collaboratively with diverse project stakeholders, government ministries, and international funding representatives.

Profile Sought

- Specialized experience in procuring and assessing technical layouts.
- Professional courses and training:
 - PMP (Project Management Professional).
 - RMP (Risk Management Professional / PMI-RMP).
 - MBA (Master of Business Administration).
 - CMA (Certified Management Accountant).
 - CFA (Chartered Financial Analyst).



- Certified professional coursework or workshops completed through the World Bank Group (WBG), Agence Française de Développement (AFD) or equivalent international development bodies.

The application should include

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- The Cover letter and the CV should be submitted in English or French.

Any application that does not include all the documents listed above will be considered inadmissible and will not be reviewed.

For further information, please get in touch with Mr. Mohamed Okasha, HR Director

(hr@ufe.edu.eg)

Applications should be sent to

presidence@ufe.edu.eg

hr@ufe.edu.eg

Deadline to apply: June 15, 2026.