

- c) Experience in the field of contract law as related to implementation of major procurement projects
- d) The incumbent must have good analytical skills and be able to present legal issues in a clear and concise way both in writing and orally
- e) Excellent knowledge of English, both written and spoken, is essential; a good knowledge of French is desirable.
- f) Experience in negotiating contracts
- g) Experience in dealing with intellectual property rights and export control issues
- h) Experience in administrative law

75) Human Resources Specialist

- a) Ability to develop, review and implement human resources policies and procedures.
- b) Experience in coordination, formatting, and assisting in implementation of HR policies and procedures
- c) Ability to set up a training section within HR, develop employee development and training plan for dynamic and changing organisation. Ability to determine training needs for the organisation.
- d) Ability to develop, deliver and conduct training such as induction training, performance management skills, teambuilding etc.
- e) Ability to assist the Training Manager in all aspects of employee development and training plans implementation in the organisation. Monitor & report on training, administrator of database, including skills database.
- f) Ability to perform payroll administration, including pension, insurances, allowances, entitlements & benefits. Ability to administer personnel contracts. Ability to perform Post management (post numbers & budget).
- g) Ability to support all new staff members & spouse coming on board (removal etc.), housing, schooling, settling in, bank, health system, tax issues, visa issues etc, in an international environment. Assist in induction training.
- h) Ability to support management on all aspects of Human Resources, give advice with regard to performance management, planning, training, recruitment, and mediate in conflict and team situations.
- i) Ability to research, develop, implement and train new performance management system.

76) Administrative Assistant

- a) Responsible for the execution of personal and administrative, clerical and secretarial assistance and support within the various divisions such as Acquisition, Contracting, Logistics and Human Resources.

PART III – STATEMENT OF WORK
Annex B
Levels of Expertise

Consultant Support is divided into the following classifications dependent on education and experience:

1. Level 1: The most senior or principal staff. Individuals in this category possess unusual and unique technical knowledge and experience in the given discipline. These individuals are normally the corporate experts on a subject. An advanced degree, normally a doctorate would be expected at this level. If a doctorate is not possessed, extensive and unique experience would be required. An individual at this level would be expected to have published literature in his field or have been a collaborator on published works.
2. Level 2: Individuals in this category are Senior Staff that are experts in their discipline with considerable experience. Individuals at this level have normally been Lead Staff on large and complex projects within the company or been responsible for significant research work within the company. The individual would be expected to have a minimum of a Masters Degree, if not a doctorate. If such educational level has not been attained, extensive or unique knowledge or experience would be required.
3. Level 3: Individuals in this category are considered journeymen staff, personnel with excellent knowledge and significant experience in their discipline. The individual would normally be expected to have a minimum of a Baccalaureate Degree but may compensate for a lack of formal education by extensive or unique experience. An individual at this level would be expected to have assisted senior staff on major projects in his field.

4. Level 4: Individuals in this category are considered assisting staff. Individuals are expected to have a secondary school education with some university or specialized training in a relevant discipline, or equivalent combination of qualifications and experience. The individual is expected to have at least two years experience in employment with duties similar with that described in the Task Order Statement of Work. The individual is expected to take initiative and a flexible approach to be able to respond reliably and competently to the requirements of the job.

5. Level 5: Individuals in this category are considered administrative assistant staff. Individuals are expected to have a good general secondary education with some vocational training at a higher administration level in a relevant discipline or equivalent combination of qualifications and experience. The individual is expected to take initiative and possess a flexible approach to be able to respond reliably and competently to the requirements of the job.