



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSO)

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS : 23 DECEMBER 2016
DATE OF ISSUANCE : 09 DECEMBER 2016
FUNCTIONAL TITLE : PROCUREMENT ASSISTANT (3 POSITIONS)
LEVEL : GL-5
SECTION : PROCUREMENT
LOCATION : NAIROBI
DURATION OF CONTRACT : ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER : UNSOS/PROC/074/2016

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located in Nairobi, Kenya. The incumbent will report to the Chief, Procurement Officer

Duties and Responsibilities

Within delegated authority, the Administrative Assistant will be responsible for the following duties:

- Provides procurement, logistical and administrative support to a team of Procurement Officers in the acquisition of a wide variety of goods and services.
- Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; determines the availability of vendors and funding sources.
- Monitors status of existing requisitions, maintains contact with suppliers to ensure timely delivery of goods and services, coordinates shipment of goods/commodities/equipment to HQ and field missions, verifies receipt and inspection of deliverables and accurately reports, as and if required.
- Produce tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotations) based on the nature of requirements and cost of procurement involved.
- Prepares abstracts of offers and compiles data contained in u, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of Procurement Officers.
- Finalizes purchase orders and contracts for approval by the Procurement Officer; may authorize purchases in line with delegated signature authority, and, if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official
- Assist relevant officers in more complex, higher value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action etc.
- Maintains relevant internal databases and files; keeps track of any contractual agreements, systems contracts, etc. and informs affected users of contractual rights and obligations.
- Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market.

- Drafts routine correspondence.
- Perform other duties as assigned.

Competencies

Professionalism: Knowledge of internationally recognized procurement standards and understanding of procurement techniques and practices used in the private sector. Knowledge of market trends and sources of supply and equipment and of procurement/contract execution and administration. Knowledge and understanding of internal procurement policies, practices and procedures. Ability to conduct research and analyse data and information to develop recommendations on procurement contracts awards. Ability to clarify and agree on terms of contracts and/or specification requirements and to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications

Education

High school diploma or equivalent is required. A certificate or procurement or Contract management training is desirable.

Work Experience

A minimum of five (5) years of progressively responsible experience in procurement, administrative services or related area.

Languages

French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required; knowledge of French is desirable; knowledge of another UN official language is desirable.

Method Evaluation: of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **23 December 2016** will not be accepted. **CVs will not be accepted.**

Email: recruitment-unsoa@un.org

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).