



UNITED NATIONS SUPPORT OFFICE IN SOMALIA

(UNSO)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS:	29 JANUARY 2018
DATE OF ISSUANCE:	23 JANUARY 2018
FUNCTIONAL TITLE:	CONTRACTS MANAGEMENT OFFICER (THREE POSITIONS)
LEVEL:	NO-C
SECTION:	SUPPLY CHAIN MANAGEMENT
LOCATION:	MOGADISHU
DURATION OF CONTRACT:	ONE (01) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSO/SCM/005/2018

Special Notice

These positions are 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 candidates are 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.

Note: These positions are pending classification and thus the process may be cancelled in the event that the classification level differs from the advertised level.

Organizational Setting and Reporting Relationships:

Under the overall guidance of Chief Source Section and Chief Plan Section, the Contracts Management Officers will report to the respective Head of Units. All positions are based in Mogadishu, Somalia

Duties and Responsibilities:

Within delegated authority and depending on location, the Contracts Management Officers will be responsible for the following duties:

- Enhance performance attributes such as vendor reliability, order responsiveness and agility and ensure that key targets and performance goals for contractual products and services are met;
- Ensure the appropriate implementation of the contract, monitor performance and administer contract conditions and duration;
- Plan and manage all contractual aspects of a procurement project; establish and maintain the work programme and schedules for on-going contracts and newly planned ones;
- Support the development implementation of operational plans, standard operating procedures (SOPs), initiatives and projects relating to contract compliance and performance management;
- Support the procurement process including providing input to statement of works/requirements (including articulation of performance standards and Key Performance Indicators), assist in the development of technical evaluation criteria, provide guidance during contract drafting;
- Develop a quality assurance plan to provide a systematic method to monitor contract performance;
- Participate in the development of contract risk assessments and risk management plans, including mitigating measures;
- Develop contract compliance checklists and implementation plans;
- Participate in the assessment of contractor performance, including advice and action to address instances of poor performance and/or non-compliance with contractual obligations;
- Initiate contract close outs including identifying, documenting and disseminating best practices and lessons learned and securing the final contractor performance assessment;

- Ensure the enforcement of UN contracts in consultation with the Mission, Procurement and UN Headquarters stakeholders, as appropriate. Liaise with other departments, including the Procurement, in relation to claims and disputes, demanding specific performance, claiming against warranties, and other contractual remedies; Within the terms and conditions of the contract, work towards resolution of conflicts or performance issues arising in cases of poor performance and/or non-compliance with contractual obligations;
- Drafts relevant audit responses on contract management related issues, as required;
- Maintains electronic and hardcopy files and records to ensure proper accountability;
- Supervises and monitors performance indicators for UN personnel within the Section, as required;
- Performs other related duties as required.

Competencies:

Professionalism: Demonstrated professional competence and in-depth knowledge of Financial Regulations and Rules, Procurement Regulations, and other guiding principles of the outsourcing and contracting process; proven understanding of technical, supervisory and administrative roles relating to these functions; 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of product or services to clients.

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. Builds consensus for task purpose and direction with team members. Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications

Education: Advanced university degree (Master’s degree or equivalent) in business administration, public administration, engineering, commerce, law or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five (5) years of progressively responsible experience in supply chain, project/contract management, logistics support and/or procurement of global service contracts. Experience in managing support services of international peacekeeping or military operations is highly desirable. Extensive knowledge of the UN rules, regulations and working practices pertaining to field missions is advantageous.

Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required. Knowledge of other UN language is an advantage.

Assessment: Evaluation of qualified candidates for this positions may include a substantive assessment which
Method: 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 **quoting vacancy announcement number and functional title on the subject line on or before the deadline**. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **January 29, 2018** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsoa@un.org

Kindly attach a copy of Masters/ degree certificate, Passport and or National Identification Card. These are required as part of application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

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).