



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: 19 MAY 2016
DATE OF ISSUANCE: 20 APRIL 2016
FUNCTIONAL TITLE: ASSISTANT PROCUREMENT OFFICER
LEVEL: NO-A
SECTIONS UNIT: PROCUREMENT
LOCATION: MOGADISHU
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: UNSOS/PROC/026/2016

Special Notice

This position is funded for an initial period of one year and may be subject to extension. 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. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. 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 UNSOS/UNSOM 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:

The position is located in Mogadishu. The incumbent reports to Chief Procurement Officer /or to a Senior Procurement Officer.

Responsibilities:

Within delegated authority the Assistant Procurement Officer will be responsible for the following duties:

- Plans procurement actions for assigned projects, which typically involve the procurement of a select group of technically complex commodities or services, or for a variety of goods and services of a general nature.
- Reviews and analyzes technical specifications to ensure completeness, accuracy and competitive qualities, and identifies optional courses of action.
- Assists staff in matters regarding procurement policies and procedures, technical specifications, pricing and product/service availability, as well as appropriate substitutes or alternative options to reduce costs.
- Develops vendor pre-qualifying criteria, identifies product sources and evaluates vendor performance as regards quality, prices, delivery, equipment, etc.
- Solicits and evaluates bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.
- Compiles and presents procurement data; prepares all relevant supporting documents and recommends approval of the contract or purchase order; may authorize purchases in line with delegated authority, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Coordinates timely delivery of goods and services.
- Participates in the market and supplier research.
- Prepares a variety of reports, correspondence, and documents (e.g. purchase orders, contracts and amendments) on procurement-related matters.
- Performs other duties as assigned

Competencies:

- **Professionalism:** Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services. Knowledge of contract law and expertise in handling complex contract issues. Knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. 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.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in Supply Chain Management, Procurement, Logistics, business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination of two additional years of qualifying experience in lieu of the advanced university degree. Recognized qualification in procurement and contracting is desirable and an advantage.

Experience: A minimum of two (02) years of progressively responsible experience in procurement, contract management, administration or related area.

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

Other Skills: Knowledge of Microsoft office (word, excel, power point, etc.) is required. Knowledge of at least one procurement based software application and knowledge IPSAS desirable.

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 <http://www.unon.org/>. Applications submitted after the deadline **19 May 2016** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

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).