



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**ADVERTISEMENT**

<b>DEADLINE FOR APPLICATIONS:</b>	<b>23 JANUARY 2017</b>
<b>DATE OF ISSUANCE:</b>	<b>17 JANUARY 2017</b>
<b>FUNCTIONAL TITLE:</b>	<b>ISO CONSULTANT (1 POSITION)</b>
<b>SECTION:</b>	<b>PLANNING SECTION</b>
<b>LOCATION:</b>	<b>NAIROBI, KENYA</b>
<b>TYPE OF CONTRACT:</b>	<b>CONSULTANT (NATIONAL)</b>
<b>DURATION OF CONTRACT</b>	<b>3 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOS/SPC/021/2017</b>

**Special Notice:**

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.

**Background**

The future-state of supply chain management in DFS is an integrated end-to-end supply chain, where structured planning and decision-making processes allow global optimization of resource utilization, while simultaneously improving effectiveness and efficiency in field missions. Supply chain management begins with effective strategic planning, demand and source planning, and acquisition and delivery planning. Based on the demand and source planning, supply chain management calls for tailored procurement approaches, such as the consolidation of volume across missions, consideration of total landed cost and the adoption of more flexible, bundled delivery methods that will make deliveries more regular and reliable, as well as more cost-effective. Supply chain management will enable and draw upon a global view of the supply chain, resulting in a data-driven approach that enshrines historical analysis, forecasting and contingency planning. Better visibility of the entire supply chain will maximize use of existing resources, while increasing the flexibility and agility of the supply chain.

The recent strategic review of UNSOA, which led to the creation of UNSOS, highlighted the need for UNSOA to complete its internal restructuring and reorganization exercise along supply chain and service delivery principles so that it was better balanced between operational focus and strengthened external relations. Prior to the restructuring, certain sections of UNSOS (MOVCON) Section had obtained ISO Certification whose review and renewal is due March 2017.

To this end, there is a requirement to extend/implement and maintain quality management systems and processes throughout all UNSOS/UNSOS supply change management Section.

**Responsibilities:**

Under the direct supervision of Chief, Acquisition Planning and Inventory Management Section, the ISO Consultant will:

- Ensure Quality Management System processes are “established, implemented and maintained”.
- Report to Chief Supply Chain through Chief AITS on the QMS performance and where improvements are needed.
- Ensure that those involved in QMS Performance and all UNSOS staff are aware of customer requirements.
- Act as coordinator for the development of the quality system and, once the system has been certified, assumes responsibility for on-going system maintenance and effectiveness of operation. Rather than developing the QMS themselves.
- Act as a project manager for the Supply Chain Section on the ISO 9001 certification ‘project
  
- Reporting on how well the QMS is working and where it is not. (The kinds of information to be reported will include things listed under audit findings, client feedback, suppliers, data establishing process trends = ‘KPI’s).
- Data collection and analysis.
- Act as Process owner and ensure that UNSOS third party accreditations are obtained and maintained (ISO 9001, AS 4801, ISO 14001).
- Ensure all UNSOS policies, procedures, and work instructions are documented in a clear, simple and concise manner as per the requirements of ISO 9001, AS 4801, ISO 14001.
- Train all UNSOS Supply Chain Personnel in the documented company policies.
- Identify relevant legislative requirements.
- Control and maintain the UNSOS Supply Chain audit and risk assessment schedule.
- Conduct safety, quality and environmental system compliance audits.
- Ensure personnel have received appropriate training and are assessed as competent to perform tasks.
- Prepare and submit monthly management reports relating to UNSOS systems, compliance and incidents
- Establish and maintain Supply Chain UNSOS library of compliance resources including standards.

**Work implies frequent interaction with the following:**

All Supply chain Section Chiefs, all UNSOS Staff members.

**Results expected:**

Third party accreditations (ISO 9001, AS 4801, ISO 14001) across the Supply Chain Division.

**Competencies:**

**Professionalism:** 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.

**Communication:** Speaks and writes clearly and effectively: Listen to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having a two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**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:** Bachelor's degree in business or public administration, supply Chain or related area, or equivalent.

**Experience:** At least 4 years of progressively relevant experience in implementing Quality Management Systems.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

**Assessment:** Evaluation of qualified candidates may include an assessment exercise followed by 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 January 2017** will not be accepted. CVs will not be accepted.

Email: [recruitment-unsoa@un.org](mailto: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).