



# UNITED NATIONS SUPPORT OFFICE IN SOMALIA

(UNSOS)

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

<b>DEADLINE FOR APPLICATIONS:</b>	<b>18 NOVEMBER 2016</b>
<b>DATE OF ISSUANCE:</b>	<b>04 NOVEMBER 2016</b>
<b>FUNCTIONAL TITLE:</b>	<b>ASSOCIATE CONTRACTS MANAGEMENT OFFICER</b>
<b>LEVEL:</b>	<b>NO-B</b>
<b>SECTION:</b>	<b>SUPPLY CHAIN MANAGEMENT</b>
<b>LOCATION:</b>	<b>NAIROBI</b>
<b>DURATION OF CONTRACT:</b>	<b>ONE (01) YEAR FIXED TERM</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOS/SCM/068/2016</b>

## 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.

## Background

United Nations (UN) Department of Field Support (DFS) is establishing a Supply Chain Management (SCM) Program at the enterprise level to increase the efficiency and effectiveness of Field Mission support through holistic planning and continuous collaboration across all stakeholders. The Supply Chain Operations Reference (SCOR®) model is used to categorize the future state of UN supply chain processes in a standard reference model that can be measured, managed, and controlled.

## Organizational Setting and Reporting Relationships:

This position is located Supply Chain Operations Section in Nairobi. Under the overall guidance of the Chief Supply Chain Operations, the Associate Contracts Management Officer shall be responsible for all aspects of managing a product category or a product range. The Associate Contracts Management Officer shall focus on requirements related to contract management and report to the Team Leader for a related product/ service segment.

## Duties and Responsibilities:

Within delegated authority, the Associate Contracts Management Officer will be responsible for the following duties:

- Support effective management and oversight of high risk/high value, service-based UNSOS contracts by preparation and monitoring of Contract Implementation Plans, Contract Close-Out Plans and Close-Out Reports;
- Assist the Section in Identifying risks relevant to specific major contracts and carry out measures to support or alleviate those risks; working with clients to develop Standard Operating Procedures for major contract activities;
- Support UNSOS clients on contract interpretation and issues; providing timely and accurate management reporting, including updating the contracts database.

- Assist in coordinating effective performance management of contractors by working with UNSOS clients to ensure performance standards and KPIs are included in Scopes of Work/Requirement and contract terms for major contracts;
- Proactively holding Monthly Contractor Performance meetings and carry out performance issues in major contracts; ensuring completion of Quarterly Contractor Performance Reports with input from clients;
- Support effective supplier relationships are established and maintained with contractors and UNSOS clients to create a climate of collective, cooperative and coordinated approaches to best practice management of contracts;
- Contribute to development of best practice tools, templates, processes and lessons learned for future contracts by contributing to development of libraries of 'best practice' tools and templates, including sample contracts, model SOPs and Scopes of Work/Requirement; and providing information and presentations to stakeholders on best practices, tools and templates and lessons learned.
- Assist the Commodity Manager in analyzing the efficiency and effectiveness of major contracts, contract models and performance management methods, and making recommendations for improvement.
- Perform any 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 preferably in business administration, commerce, law or other relevant field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of an advanced degree.

**Experience:** A minimum of two (2) years of progressively responsible experience in contracts management or related area. UN experience is desirable.

**Language:** Fluency in English, (both oral and written) is required; Knowledge of another UN official language is an advantage.

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

**Additional Information:**

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to 12 months. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

**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 **18 November 2016** 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**

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).