

African Union - United Nations Mission in Darfur

Post Title:	Contracts Management Assistant (Temporary)
Post Level:	GL-5
Location:	El Fasher
Job Opening Number:	UNAMID-TJO-ELF-18-0040
Opening date:	23 May 2018
Job Opening Deadline:	29 May 2018
Duration:	Initial period of 6 months with possibility of extension

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice**Notes:**

- A current staff member who holds a fixed-term appointment may apply for temporary positions no more than one level above his or her current grade.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Organizational Setting and Reporting

This position is located within the Contracts Management Section of the African Union-United Nations Hybrid Operation in Darfur (UNAMID), El Fasher. The incumbent will report to the Contracts Management Officer.

Duties and responsibilities:

Within delegated authority, the Contracts Management Assistant at this level will be responsible for the following duties:

- Assist in the management of contractual and procurement aspects of procurement project; establish and maintain work programme and schedules for on-going contracts and newly planned ones.

- Review procurement requests submitted by projects, substantive units or field officer to ensure completeness, and adequacy of the goods, services, and related procurement and contract specifications.
- Ensure adherence to contractual agreements for material, equipment and production costs, performance requirements and delivery schedules by periodic and ad hoc checks.
- Prepare and distribute invitations to tender and follow-up on the replies; evaluate quotations and select, or recommend the selection of most suitable suppliers; develop and formulate strategies and plans for complex and intricate procurement programmes, e.g. e.g., involving layouts for workshops, life-cycle costing, engineering features, computer and logistic support, consolidation of shipments, containerization of consignments etc.
- Analyze and evaluate vendors' proposals considering various factors affecting cost, technical, and nutritional specifications, implementation schedules, and management and maintenance of goods or equipment, including training of users and maintenance staff and other contractual arrangements.
- Under the supervision of the Senior/Contracts Management Officer, ensure the enforcement of UN contracts in consultation with the Supply Section, Contracts Administration Unit at UNHQs, as appropriate, and liaising with other Departments, including handling of claims and disputes, demanding specific performance, claiming against warranties, and other contractual remedies.
- Assist in the market research to keep abreast of significant market developments, research and analyze statistical information, and market reports on the world commodity situation, production patterns and availability of the goods and services to be contracted; identify new technologies, products or services as well as new potential supply sources for the programme serviced; participate in the incorporation of the research and study results in the procurement programme; and identify, evaluate and recommend potential suppliers and manufacturers.
- Draft relevant audit responses. Maintain contract related electronic and hardcopy files and records to ensure proper accountability. Implement Contracts Management work program.
- Administration of office, managing and liaising with vendors, assisting with budgetary reporting, and reconciliation of invoices.
- Perform other duties as assigned.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning and Organization:** 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 of procurement or Contract management training is desirable.

Experience: At least five (5) years of progressively responsible experience in contract/quality administration is required. Relevant experience with regards to supply management, especially in an international organization, UN field mission experience or UN agency is desirable. Knowledge of the UN rules, regulations and working practices pertaining to field missions is an advantage.

Language: Fluency in both spoken and written English. Arabic is required.

Important Consideration for Applicants:

This position is locally recruited. UNAMID will not provide accommodation to locally recruited staff.

WARNING TO APPLICANTS:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

HOW TO APPLY

Interested and qualified applicants should submit their application together with the United Nations Personal History form (P.11) and/or CV along with copies of own Birth Certificate, Sudanese Resident Certificate, Academic/University Diploma and previous employment certificates by one of the following methods:

By Hand: Deliver to UNAMID, El Fasher, Super Camp Security main gate

By Email: All applicants are strongly encouraged to apply by e-mail: unamidjo-elf@un.org

Note: All applicants **must** indicate the JO No., Post Title and Duty Station to which they are applying on the subject line (by email) and/or on the sealed envelope (by hand delivery). E.g.:

UNAMID-TJO-ELF-18-0040- Contracts Management Assistant, GL-5.

Please do not submit original certificate(s) with the applications.

In line with the UN policy on gender balance, female candidates are encouraged to apply

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.