

UNISFA

United Nations Interim Security Force for Abyei

قوة الأمم المتحدة المؤقتة فى ابىي

**JOB OPENING ANNOUNCEMENT**

**Job Opening No. :** UNISFA-NS-ABY-2017-003  
**Issuance date:** 12 June 2017  
**Deadline for application:** 26 June 2017

The United Nations Interim Security Force in Abyei (UNISFA) is seeking a qualified candidate for the following position:

Post Title	Post Grade	Location	No. Of Positions
Procurement Assistant	GL-5	Abyei	1
<b>POSITION OPEN FOR SUDAN &amp; SOUTH SUDAN CITIZENS ONLY</b>			

**Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).**

**Duties and Responsibilities:**

This position is located in the United Nations Interim Security Force for Abyei (UNISFA), duty station Abyei. The Procurement Assistant reports directly to the Chief of Unit, Procurement.

Within delegated authority, the incumbent will be responsible for the following duties:

- Provides procurement, logistical and administrative support to a team of Procurement Officers in the acquisition of a wide variety of goods and services.
- Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; determines the availability of vendors and funding sources
- Monitors status of existing requisitions, maintains contact with suppliers to ensure timely delivery of goods and services, coordinates shipment of goods/commodities/equipment to HQ and field missions, verifies receipt and inspection of deliverables and accurately reports, as and if required.
- Produces tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for quotation) based on the nature of requirements and cost of procurement involved.

- Prepares abstracts of offers and compiles data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of Procurement Officers
- Finalizes purchase orders and contracts for approval by the Procurement Officer; may authorize purchases in line with delegated signature authority, and, if required, prepares submission to the contracts committee for review and subsequent approval by the authorized official.
- Assists relevant officers in more complex, higher value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.
- Maintains relevant internal databases and files; keeps track of any contractual agreements, systems contracts, etc. and informs affected users of contractual terms and obligations.
- Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market.
- Draft routine correspondence.
- Perform other duties as required by the supervisor.

#### **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 Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjust 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.
- **Accountability:** Takes ownership for all responsibilities and honours commitments; develops 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:**

- 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 procurement, administrative services or related area.

**Language:**

- English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required, knowledge of a local language is desirable.

**Other Skills:**

- Good communication skills; ability to plan and prioritize during excess workload and time pressure.

**SUBMISSION OF APPLICATIONS:**

Candidates should submit with their application the following documents:

1. Cover letter (letter of motivation or application letter);
2. The United Nations Personal History form (P-11);
3. Academic certificate(s) and/or University/High school /secondary diplomas;
4. National Identification Card/National Passport/Birth Certificate;

**By E-mail:**

All applicants are strongly encouraged to apply by e-mail and **MUST** include **ONLY** the Vacancy Announcement Number and Job Title in the subject line of their email.

For example, **UNISFA-NS-KRT-ABY-2017-003 – Procurement Assistant GL-5 (Abyei)**

Email address: unisfa-rec-ns@un.org

**By Hand:**

Applications can be submitted personally at the Human Resources Office at UNISFA Headquarters in Abyei or through the UNISFA-JBVM Offices in Gok Machar (Sector Administrative Office), Kadugli (Human Resources). Applications can also be submitted at UNISFA Offices in Wau, Juba and/or at the UNISFA Back Office in Entebbe, Uganda.

The applications should be submitted to the attention of Chief Human Resources Officer, United Nations Interim Security Force for Abyei (UNISFA) prior to the established deadline.

Applications received after the deadline will not be entertained.

**Applications from equally qualified female candidates are particularly encouraged.**

**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.**