

**VACANCY ANNOUNCEMENT****Job Opening Reference:** ESB/GJO/CMA/01/08-2020**Issuance Date:** 31/07/2020**Deadline Date:** 31/08/2020**Type of contract:** Fixed Term Appointment**Duration:** 1 year**Department:** MONUSCO**Scheduled date for taking up appointment:** ASAP

<u>Title:</u> Contracts Management Assistant	<u>Grade:</u> GL - 5	<u>Duty Station:</u> Entebbe, Uganda
<u>PLEASE NOTE THAT THIS IS A LOCALLY RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u>		
Women are strongly encouraged to apply <small>Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).</small>		

Organizational Setting and Reporting Relationship:

This position is located within the Contracts Management Section, in the Supply Chain Management Services Pillar in the Mission Support Division.

Duties and Responsibilities:

Under the direct supervision of the Senior/Contracts Management Officer, the incumbent will be responsible for the following:

- 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 offices 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., 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.

Education:

- High school diploma or equivalent is required. A certificate of procurement or contract management training is desirable.

Skills and Experience:

- At least five (05) years of progressively responsible experience in contracts/quality administration is required. Relevant experience with regards to supply management, especially in an international organization or UN agency is desirable.

Languages:

- English and French are the working languages of the United Nations Secretariat. Fluency (both oral and written) in English is required.

Competencies:

- **Professionalism:** Knowledge of the Organization's rules and regulations as they pertain to supply, purchasing and logistics. Demonstrated use of initiative and ability to make appropriate linkages in work requirements and anticipate next steps. 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.
- **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; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Teamwork:** Work collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

ADDITIONAL IMPORTANT COMMENTS

Please note that failure to comply with the below will render your application invalid for this process.

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:
 - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org>) to generate an account and the PHP) and submitted as a PDF or JPEG attachment to the document.
 - Latest performance evaluation report (for internal UN Candidates).
 - Copy of High school diploma or equivalent.
 - Copies of other relevant certificates and diplomas
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: monusco-hrs-recruitment@un.org WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL (ESB/GJO/CMA/01/08-2020).
5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended after submission.
7. This position is funded for an initial period of one year and may be subject to extension.
8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.