



# UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UN SOM)

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

DEADLINE FOR APPLICATIONS:	31 JULY 2019
DATE OF ISSUANCE:	25 JULY 2019
FUNCTIONAL TITLE:	ASSISTANT PROCUREMENT OFFICER
LEVEL:	NO-A
SECTION:	PROCUREMENT
LOCATION:	MOGADISHU
DURATION OF CONTRACT:	TEMPORARY APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER:	UN SOS/PROC/026/2019

## Special Notice

This position is available until 31 December 2019 and may be subject to extension. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred 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.

## Organizational Setting and Reporting Relationships:

This position is located in the Procurement Section Mogadishu. The Assistant Procurement Officer at this level reports to the Unit Chief.

## Duties and Responsibilities

Within delegated authority, the Assistant Procurement Officer will be responsible for the following duties:

- Assists in the planning, development of all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities (e.g. information technology, electronic equipment and instruments, vehicles, medicines, foodstuffs, building maintenance materials, office supplies, construction, furniture, etc.), taking into account local economic and other conditions;
- Researches and advises requisitioning units and recipients' entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle;
- Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations;
- Submits proposals to formulate strategies and designs to innovative solutions for complex procurement projects and issues;
- Establishes and maintains work program and schedule for ongoing contracts and newly-planned ones;

- Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official;
- Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services;
- Identified new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program;
- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations;
- Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.;
- Provides guidance to, and may supervise, new/junior staff.

### **Competencies**

**Professionalism:** Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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.

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

**Planning & Organizing:** 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.

### **Qualifications:**

**Education:** A first-level university degree in business administration, public administration, commerce, engineering, law or related field combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of two years of progressively experience in procurement, contract management, administration or related area.

**Languages:** English and French are the working languages of the United Nations Secretariat. Fluency in English and Somali (both in oral and written) is required for this position. Knowledge of other language is an asset.

**Method of** Qualified candidates for this position may include a substantive assessment which will be

**Evaluation:** followed by a competency-based interview.

**How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History Profile form (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>.**

Applications submitted after the deadline **31 July 2019** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

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

**Kindly attach a copy of P11, Degree Certificate, NISA Certificate, CID Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.**

**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).**