



UNITED NATIONS SUPPORT OFFICE IN SOMALIA

(UNSOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS : **16 FEBRUARY 2019**
DATE OF ISSUANCE : **18 JANUARY 2019**
FUNCTIONAL TITLE : **CONTRACTS MANAGEMENT OFFICER**
LEVEL : **NO-C**
SECTION : **SUPPLY CHAIN MANAGEMENT**
LOCATION : **NAIROBI**
DURATION OF CONTRACT : **ONE (01) YEAR FIXED TERM APPOINTMENT**
VACANCY ANNOUNCEMENT NUMBER : **UNSOS/SCM/02/2019**

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 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 to be eligible to apply for this vacancy.

Summary Description

This post is located in the Supply Chain Management Section (SCMS) within UNSOS. SCMS processes use SCOR model and aim to deliver an effective and efficient supply chain to meet customers' requirements in Somalia. The Contract Management Officer will focus on Quality aspects of UNSOS Supply Chain and will be responsible for planning, communicating, implementing, and ensuring compliance with UNSOS Quality policies and procedures.

Organizational Setting and Reporting Relationships:

Under the overall guidance of the Chief Quality Control Unit, the Contracts Management Officer will report to the Section Unit Chief and is based in Nairobi, Kenya.

Duties and Responsibilities:

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

- Plan and develop Supply Chain Quality Management System Framework in line with UNSOS Supply Chain vision;
- Plans and manages all aspects related to quality planning and control of end to end supply chain which includes, demand planning, procurement, inbound and outbound logistics, warehouse operations and establish and maintain work programme and schedules for on-going and newly planned activities;
- Supports the development and implementation of operational plans, standard operating procedures (SOPs), initiatives and projects relating to quality planning and compliance;
- Supports the procurement process including providing input to statement of works/requirements (including articulation of performance standards and Key Performance Indicators), assist in the development of technical evaluation criteria, provide guidance during contract drafting;
- Develops a quality control and assurance plan to provide a systematic method to monitor Supply Chain process performance;
- Participates in the development of contract and Supply Chain risk assessments and risk management plans, including mitigating measures;
- Develops contract compliance checklists and implementation plans;

- Participates, using relevant quality tools, in the assessment of Supply Chain performance, including advice and action to address instances of poor performance and/or non-compliance with approved policies and procedures;
- Identifies documents and disseminates best practices and lessons learned;
- Ensures the enforcement of UN contracts in consultation with the Mission, Procurement and UN Headquarters stakeholders, as appropriate. Liaises with other departments, including the Procurement, in relation to claims and disputes, demanding specific performance, claiming against warranties, and other contractual remedies;
- Within the terms and conditions of the contract, works towards resolution of conflicts or performance issues arising in cases of poor performance and/or non-compliance with contractual obligations;
- Drafts relevant audit responses on Quality management related issues, as required;
- Maintains electronic and hardcopy files and records to ensure proper accountability;
- Supervises and monitors performance indicators for UN personnel within the Section, as required;
- Performs other related duties as required.

Competencies:

Professionalism: Demonstrated professional competence and in-depth knowledge of Supply Chain processes, Quality planning and monitoring, and principles of the project management; proven understanding of use of quality tools such as Lean, 6-sigma; 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 (Master’s degree or equivalent) in Supply Chain Management, business administration, public administration, commerce, engineering, law or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced degree. Certification in SCOR, Quality planning and auditing is desirable.

Experience: At minimum of five (5) years of progressively responsible experience in supply chain, project/contract management, logistics support and/or procurement of global service contracts. Experience in managing support services of international peacekeeping or military operations, quality planning and control roles in Supply Chain, use of quality tools like Lean, 6-sigma, conducting quality audits, or related area, participating in ISO 9001 certification process is highly desirable. Extensive knowledge of the UN rules, regulations and working practices pertaining to field missions is advantageous.

Language: English and French are the working languages of the United Nations Secretariat. For this post fluency in oral and written English is required. Knowledge of other language is desirable

Other: Knowledge of MS Word is mandatory. Knowledge of working with Quality planning and monitoring and data mining tools and application is desirable.

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

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **16 February 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

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).