



VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/016/13

The United Nations Office for West Africa (UNOWA) is looking for a highly motivated, team player and result oriented person

To serve as: NATIONAL PROCUREMENT OFFICER

Title Position	National Procurement Officer
Number of posts	01
Type of contract	Fixed Term
Category	NPO (position opened to Senegalese only)
Duty station	Dakar, Senegal
Unit/Section	Mission Support
Issuing date	20/08/2013
Closing date	09/09/2013

The United Nations Office for West Africa (UNOWA) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa. This includes governance, mainstreaming security sector reform into development strategies, defining an integrated sub regional approach to humanitarian, human rights and gender issues, curbing corruption, poverty alleviation, addressing youth unemployment as well as cross-border illicit trafficking and organized crime. These emerging destabilizing issues can be considered as new threats to security.

Organizational Setting:

The position is opened to **Senegalese** only and located in the Office of the Chief of Mission Support (CMS) of the United Nations Office for West Africa (UNOWA), The procurement Officer will provide services to both UNOWA and The Cameroon Nigeria Mixed Commission (CNMC) and his works implies frequent interactions with the following: Specialists at duty station, as well as other duty stations; Colleagues and senior staff throughout the UN, both inside and outside the duty station; Government officials and counterparts in other UN organizations, businesses or industries; Vendors and suppliers and UNGSC in Brindisi as procurement services' provider.

Functional Responsibilities: Under the direct supervision of the Chief Mission Support (CMS), the Procurement Officer will be responsible for the following duties:

- Plan, develop and manage 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, , building maintenance materials, office supplies, furniture, equipment, etc.), taking into account local economic conditions.
- Advise requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.



-
- Organize and implement the procurement process including preparation of terms of reference, publication of procurement calls and bidding invitations receipts of offers and quotations in full compliance with UN rules and regulations all in coordination with the CMS and the UNGSC;.
 - Formulate strategies and design innovative solutions to resolve issues/conflicts for complex procurement projects.
 - Establish and maintain work program and schedule for ongoing contracts and newly-planned ones.
 - Participate 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.
 - Conduct market research to keep abreast of market developments including research and analysis of statistical data and market reports on the world commodity situation, production patterns and availability of goods and services.
 - Develop and manage the rosters of suppliers, elaboration of supplier selection and evaluation criteria, quality and performance measurements mechanisms
 - Identify new technologies, and products/services, evaluate and recommend potential supply sources and participates in the incorporation of research results into the procurement program.
 - Oversee adherence to contractual agreements, recommend amendments and extensions of contracts, and advise concerned parties on contractual rights and obligations.
 - Prepare a variety of procurement-related documents, contracts, communications, guidelines, instructions, and coordinate effective delivery of goods and services etc.
 - Provides guidance to, and supervision to procurement assistants, new/junior staff.

Results Expected:

1. Effective planning to ensure compliance of procurement activities with UN rules, regulations and strategies
2. Efficient delivery of goods and services
3. Proactive solutions provided in case of conflicts with various partners
4. Effective and better interaction with all stakeholders involved in the procurement process

Competencies:

- **Professionalism:** Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services. Knowledge of contract law and expertise in handling complex contract issues. Knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. 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.

- **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.
- **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.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers 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.
- **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.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

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

Language: Fluency in both English and French (oral and written) is required.

Other: Knowledge of UN Financial Rules and Regulations as well as familiarity with Procurement manual is required. Experience in UN Peacekeeping, Peace building, Special Political Mission or UN Agencies in the area of procurement and financial related is desirable.

**Application:**

This announcement is available on UNOWA: Website: www.unowa.unmissions.org

Applicants meeting the above qualifications are requested to submit the following only:

- Motivation letter
- Completed P-11 form (please note that the P11- Form is available on UNOWA Website)
- Copy of Diplomas and Degrees
- Certificate of National Identity from Senegalese authorities

You can send your application by e-mail at unowa-cnmc-hr@un.org or via postal mail at the following address: **United Nations Office for West Africa - UNOWA - 23851 Dakar Ponty Senegal** by indicating clearly the vacancy number and title of post.

Note: Before applying for the post, we kindly request candidates to carefully review the VA to ensure that they meet the Minimum requirements.

Please note that only short-listed candidates will be contacted.