

**VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/021/13**

The United Nations Office for West Africa / Cameroon Nigeria Mixed Commission (UNOWA/CNMC) is looking for a highly motivated, team player and result oriented person

To serve as: Consultant Technical Project Support

Title Consultant	Technical Project Support
Number of positions	1
Category	Consultant
Duration	2 months renewable for a maximum of additional 6 months depending on funding
Monthly payment	8.000 USD + travel costs (DSA and transportation) as required
Duty station	Yaoundé (Cameroon) / Calabar (Nigeria) with frequent field visits to border areas
Unit/Section	CNMC
Issuing date	24 October 2013
Closing date	4 November 2013
Reporting date	14 November 2013

Duties and terms of reference**I. BACKGROUND AND JUSTIFICATION**

The mandate of the Cameroon- Nigeria Mixed Commission (CNMC) is to ensure the peaceful implementation of the judgment of the International Court of Justice (ICJ) of 2 October 2002 on the land and maritime boundary between Cameroon and Nigeria, including supporting the demarcation of the land boundary.

Pursuant to paragraph 3 of the Communiqué of the 31st meeting of the CNMC held in Yaoundé on 26 April 2013 and on the behalf of the CNMC, the United Nations are mandated to construct 323 boundary pillars at locations identified and agreed upon by the Parties. The construction works will be executed by qualified external contractors hired by the UN. The Project is overseen by a tripartite project structure established by the CNMC and composed of representatives of the delegations of Cameroon, Nigeria and the United Nations.

In this this connection, the CNMC would benefit from the work of a Consultant Technical Project Support to assist pillar emplacement activities conducted along the southern (north of the town of Ikom, Nigeria, from Gamana River to Cross River) or central (proximity to the town of Gembu, Nigeria, from Njawai village to Tamnya village) sections of the boundary between Cameroon and Nigeria.

II. MAIN DUTIES OF THE CONSULTANT

The Consultant Technical Project Support will work under the overall guidance of the CNMC Program Manager based in Dakar, Senegal, and will report directly to the UN Project Engineer who acts as his/her immediate supervisor. His/her work will require frequent visit to the Cameroon and Nigeria border areas (Takum, Danare/Bodam, Ikom, Gembu, Njawai, Dorofi, Tamnya, etc.).

Duties and Responsibilities

The Consultant is responsible to conduct field visits in relation to pillar emplacement activities to support logistical aspects related the execution of the construction works according to the



approved Scope of Works. He/She will assist the UN Project Engineer providing logistical support in areas such as transportation and vehicle fleet arrangements, security liaison with relevant personnel, campsite set-up and maintenance, communication system, customs procedures etc. In particular the Consultant will:

- Monitor supply chain system for all services, goods and equipment required for the project;
- Receive goods and conduct inspection, quality and quantity control of supplies;
- Maintain the inventory of supplies and equipment and follow-up on orders to regional offices and local suppliers;
- Identify, set-up and maintain camp sites based on the project requirements;
- Manage the project vehicle fleet including vehicle maintenance, mileage and vehicle log tracking, monitoring of vehicle and fuel utilization, identification of good quality fuel, VHS radio communication on vehicles, drivers' logbook, etc.
- Identify qualified maintenance garages while ensuring quality vehicle service is provided. Ensure maintenance of vehicles as per vehicle maintenance manuals and procedures;
- Promptly report and investigate cases of vehicle accidents, damage, loss or theft of items;
- Assist with shipment and customs procedures, transport and other formalities for incoming goods;
- Advise the Project Engineer on goods and services to be purchased, draft requirements and follow up on requests;
- Participate in the preparation of local contracts for goods and services;
- Follow up on contract implementation and validity;
- Monitor functioning of communication systems such as Satellite phones, GSM cellular phones, fixed line telephones, internet service provider, VHS and UHS radio systems and ensure that timely corrective actions are taken when required;
- Assist in the logistic organization of workshops, conferences, visits, etc.
- Support the Project Engineer in recording data and reporting;
- Assist in the preparation of budget and cost estimations, collection of pro-forma invoices and quotation from suppliers;
- Organize onward transport of consignments to field locations in a timely and cost-effective;
- Perform any other duties required.

III. EXPECTED OUTCOMES

The Consultant Technical Project Support will assist the UN Project Engineer to ensure that logistical matters required to support the project are in place. He/she will regularly report any notes, observations to the UN Project Engineer to ensure that problems and corrective measures are timely addressed and adopted.

In terms of quality control, the Consultant Technical Project Support will submit daily, weekly and monthly progress reports to the UN Project Engineer on project support activities.

IV. PERFORMANCE INDICATORS

During the exercise, the Consultant Technical Project Support liaise with national security personnel, local government representatives, local village headman, commercial service providers and individuals while carrying out the duties. He/She will assist the United Nations



in reaching solutions where problems are identified. Uninterrupted workflow will be key performance indicator. He/She will provide weekly and monthly reports on progress of activities.

V. COMPETENCIES

- **Professionalism:** Demonstrated ability in developing logistics plans, assets' management, vehicle fleet management, maintenance of communication systems and shipment and customs procedures. Ability to provide technical and procedural logistic advice to senior management.. Demonstrable ability to work under severe physical conditions without guidance and showing impartiality in discharging the expected duties. High degree of personal initiative and willingness to accept a wide range of responsibilities. 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& 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.
- **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.
- **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.

VI. QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in a supply chain management discipline, administration, logistics, engineering or other related fields is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: Minimum of 7 years of professional experience in construction management, logistics, administration, supply services, procurement, transport or related field. Ability and experience in writing technical reports is required. Project management experience, including planning and coordination of projects with international organization is desirable. Experience in working in field environment and under hard conditions will be asset.

Language: English and French are the working languages of the United Nations Secretariat For this post, fluency (both oral and written) in either English or French is required, and a working knowledge of the other language will be an asset.



Other: Proficiency in the use of computers and software in particular MS Office programs, database and internet is required. Knowledge of GIS will be an asset. Knowledge of techniques on engineering surveying, site construction management and supervision of works will be an asset. Ability to work with HF and VHF radios, satellite phones, GPS equipment and other communication equipment is desirable.

Assessment Method:

Evaluation of qualified candidates for this position may include a written assessment and a competency-based interview.

Application:

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

- Motivation letter
- Completed and sign P-11 form (please note the P11- Form is available on the internet [UNOWA Website](#))
- Copy of Diplomas and Degrees

Applications can be submitted by email to unowa-cnmc-hr@un.org or via postal mail at the following address:

United Nations Office for West Africa - UNOWA
23851 Dakar Ponty
Senegal

Note: Please indicate clearly the vacancy number and title in the email subject or on the envelope. Only short-listed candidates will be contacted.

This announcement and the P-11 Form are available on the UNOWA website: www.unowa.unmissions.org