



VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/011/16

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

To serve as: Procurement Assistant

Title Position	Procurement Assistant
Number of posts	01
Type of contract	Fixed Term
Category and grade	GS 5
Duty station	Dakar, Senegal
Unit/Section	Mission Support
Issuing date	22/06/2016
Closing date	06/07/2016

Organizational Setting:

The position is located in the Office of the Chief of Mission Support (CMS) of the United Nations Office for West Africa and the Sahel (UNOWAS); The Procurement Assistant will provide services to UNOWAS, and the Cameroon Nigeria Mixed Commission (CNMC).

Functional Responsibilities:

Under the overall supervision of the Procurement Officer, the Procurement Assistant will perform the following functions:

- ✓ Provides procurement, logistical and administrative support to the Procurement Officer in the acquisition of a wide variety of goods and services ;
- ✓ Reviews, records and prioritizes purchasing requests and obtains additional information/document as required, determines the availability of the vendors and funding sources ;
- ✓ Monitors status of existing requisitions, maintains contact with suppliers to ensure timely delivery of goods and services, coordinates shipment of goods/commodities/equipment to UNOWAS and CNMC offices, verifies receipt and inspection of deliverables and accurately reports as and if required ;
- ✓ Produces tender documents (Invitations to Bid, Requests for proposals and Requests for Quotation) based on the nature of requirements and cost of procurement involved;
- ✓ Prepares abstracts of offers and compiles data contained in quotations, proposal and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of the Procurement Officer;
- ✓ Finalizes Purchase Orders and Contracts for review by the Procurement Officer, and if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official ;
- ✓ Assists the Procurement Officer in more complex, higher value purchasing operations; assists in the coordination and distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.



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- ✓ Maintains relevant internal databases and files; keeps track of any contractual agreements, systems contracts etc. and informs affected users of contractual rights and obligations;
 - ✓ Researches, retrieves and presents information from a variety of internal and external sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market;
 - ✓ Drafts routine correspondence;
 - ✓ Assists the Administrative Officer when required ;
 - ✓ Performs other duties as assigned.

Competencies:

Professionalism: Knowledge of information technology and applications, including computer system networks. Good technical skills, ability to conduct network maintenance, provide server services and user support. 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.

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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Qualifications:**Education:**

High school diploma or equivalent; Certificate of Procurement or Contract Management, and or a diploma in information technology and communication, inventory and supply, financial management or other related field is required. A vocational diploma with relevant combination of technical training will be accepted in lieu of high school diploma.

Experience:

A minimum of Five years of experience in Procurement, Administrative Services or related area, and in asset management, property control, inventory, Information technology or related

Language:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required;

**Others:**

Knowledge of enterprise resource planning (ERP) including sound understanding of the systems associated with these procedures (IPSAS) is an asset.

Application:

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

Applicants meeting the above qualifications are requested to submit by e-mail at unowa-cnmc-hr@un.org the following only:

- Motivation letter
- Completed P-11 form (please note that the P11- Form and the Supplementary data form are available on UNOWA Website)
- Copies of Diplomas and Degrees
- Certificate of National Identity or work permit from Senegalese authorities

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

Applications received after the deadline will not be considered.

Please note that only shortlisted candidates will be contacted.