UNITED NATIONS

United Nations Mission for the Referendum in Western Sahara



NATIONS UNIES

Mission des Nations Unies pour l'organisation d'un référendum au Sahara occidental

INTERNAL / EXTERNAL VACANCY NOTICE

MINURSO-12-L-005	Date of Issuance	17 April 2012
Contract Management Assistant	Deadline	16 May 2012
Office of CMS – HQ Laayoune	Level	GL-6
	Contract Management Assistant	Contract Management Assistant Deadline

Under the direct supervision of the Chief of Mission Support (CMS), the Contracts Management Assistant is responsible for the following duties:

- Acts as the expert advisory resource on contract management issues reporting directly to CMS;
- Provides independent oversight, monitoring and corporate management of all mission contracts;
- Monitors, analyses, assesses, records, advises, offers guidance and resolves or mediates disputes;
- Ensures all UN requirements for probity, legality and accountability are met;
- Provides assurance to CMS and senior managers within the mission that contracts are properly developed, awarded and managed;
- Reviews the respective contracts and prepare bullet points for quick reference to contract terms and conditions;
- Coordinates with the requisitioned in drawing up the Statement of Work (SoW) and provides advice based on best practice;
- Assists the Chief Procurement Officer in drawing up the Request for Proposal (RFP) to ensure adequate provision is made for Quality Assurance and performance measurement purposes;
- Participates in pre-award negotiations;
- Manages the contract upon contract award;
- Maintains detailed performance management records.
- Prepares contract files / documents in an orderly fashion;
- Ensures all contract documents are filed and updated;
- Familiarizes herself / himself to the contract terms and conditions;
- Prepares minutes of meetings which must be signed by and then circulated to all relevant parties;
- Reviews shipping documents and compares against contract terms before submitting these for duty exemption procedures;
- Familiarizes herself / himself to all local Customs procedures;
- Updates herself / himself on contract expiry dates and alerts all Self Accounting Units, CMS and Chief Procurement Officer accordingly;
- Tracks all requests for duty-free import and ensures that the contractors receive the relevant approvals without undue delay;
- Submits requests for exemptions on Value Added Tax (VAT) and maintains a spreadsheet of all submissions / approvals;
- Tracks all contractor assets on spreadsheets to facilitate asset management for reporting to
 the local authorities all duties / taxes owed by the contractors, in the event of contract
 expiration or early termination;
- Generates relevant status reports for audit trail;
- Prepares replies to correspondence on routine matters;
- Reconciles records and accounts, whenever called upon;

- Keeps track of performance bonds, monitor expiry dates and alerts the Chief Procurement
 Officer in the event that these bonds expire while the contracts are still in force;
- Tracks all UN owned equipment (UNOE) which have been issued to the contractors and prepares spreadsheets for asset management purpose;
- Liaises with Self Accounting Units (SAUs) to ensure that all UNOE are registered on the Mission's inventory system (Galileo);
- Ensures all SAUs comply with procedure to obtain duly signed General Release forms for the use of UNOE (e.g. vehicles);
- Prepares Note Verbal as and when required;
- Supervises local Office Assistants / Contracts Management Assistants, as required;
- Performs other duties as may be required.

QUALIFICATIONS AND EXPERIENCE

Education

High School diploma or equivalent. University degree in business or public administration, Economics, Commerce will be an asset.

Work Experience

At least six to seven year of experience in a similar position is required.

Language

Fluency in oral and written English is essential

COMPETENCIES

- Professionalism: Knowledge of purchasing and accounting techniques. Ability to research and gather information from a variety of external and internal sources. Good analytical and problem solving skills. Maintains confidentiality.
- Communication Effective oral communication skills, maintains a high sense of confidentiality.
- **Teamwork** Good interpersonal skills, works collectively with teammates to achieve organizational goals.
- **Client Orientation** Professional and courteous attitude and ability to work effectively in demanding environment.
- Commitment to continuous learning- Initiative and willingness to keep abreast of new developments in the UN system and demonstrated willingness to develop himself/herself professionally.
- Technological Awareness- Fully proficient in MS Office applications (Word, Excel/Access, Power Point).

APPLICANTS

- Interested candidates should complete the attached United Nations Personal History form (P.11) in English and forward it electronically at the following email address: minurso-vacancies@un.org
- Please indicate the post and vacancy number you are applying for.
- Incomplete P.11s will not be processed.
- Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.