

INTERNAL / EXTERNAL VACANCY NOTICE

Vacancy No.	MINURSO-15-L-017	Date of Issuance	22/12/2015
Post Title	Contracts Management Assistant	Deadline	05/01/2016
Section/Location	Office of CMS -HQ Laavoune	Level	GL-6

Duties and Responsibilities

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

Six to nine years of relevant experience.

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. Shows persistence when faced with difficult problems or challenges, proven analytical and skills. 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; remains calm in stressful situations; Maintains confidentiality.

Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **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; maintains a high sense of confidentiality.
- **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.

APPLICANTS

- Interested candidates should complete the attached United Nations Personal History form (P.1 1) 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.1 1s 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.