



---

**External Publication of Job Posting**

**50165461**

**Job Posting Title**

Procurement Officer (Generalist)

**Start Date**

12.12.2016

**End Date**

12.01.2017

**Reference Code**

AHRMD007

**Job Title**

Procurement Officer (Generalist)

**Department**

Job Title: Procurement Officer (Generalist)  
Grade : P2 step1  
Supervisor: Chief of Procurement  
Directorate: Administration and Human Resource Development  
Duty Station : Addis Ababa

**Project**

Under the direct supervision of the Head of Procurement and Travel Unit, the incumbent plans, organizes and directs the purchase goods, services and works in the Commission

**Tasks**

- .• Initiate procurement of required goods and services in accordance with AU regulations and internally accepted standards and procedures;
- In consultation with user departments, Prepare bid documents for goods and services to be procured by way of tendering;
- In consultation with user departments, prepare requests for quotations for goods and services not requiring the Tendering process;
- Reconcile suppliers' account on a regular basis and initiate action on accounts receivable/ payable as the case may be;
- Track orders to ensure prompt delivery of services;
- Produce periodic statements on purchase orders and status of execution of contracts;
- Initiate action on regular update of vendors list;
- Initiate action on shipment of personal effects of staff members on initial recruitment or shipment of

items on behalf of the Commission;

- Prepare periodic reports on procurement activities;
- Participate in bid evaluation committees;
- Conduct Procurement training
- Perform any other relevant duty/ responsibility assigned by the Supervisor.

### **Requirements**

#### **1. EDUCATIONAL QUALIFICATIONS:**

Candidates must have a minimum of a University degree in Procurement, Law, Commerce, Finance/ Accounting/business administration and/ or equivalent. Membership to Procurement related professional body or Masters Degree in a relevant field will be an added advantage.

#### **2. WORK EXPERIENCE:**

Candidates must have minimum of 3 years relevant practical experience in the field of Procurement, Law, Commerce, Finance/ Accounting/business administration within a major Government, International Organization, large Public or Private sector organisation.

#### **3. OTHER RELEVANT SKILLS REQUIRED :**

- Excellent purchasing and procurement skills are essential
- Solid working knowledge of current IT technologies e.g SAP
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Computer literate
- Knowledge of Supplier management and relationships
- Ability to deal tactfully with vendors, suppliers, and contractors who provide a broad spectrum of products and services.
- Strong analytical skills
- Excellent report writing skills
- Effective negotiation skills
- Contract drafting skills

#### **4. LANGUAGE REQUIREMENT :**

Proficiency in one of the African Union working languages is a requirement; Knowledge of one or more of the other AU working languages would be an added advantage.

#### **5. TENURE OF APPOINTMENT:**

The appointment will be made for a period of three (3) years, of which the first twelve (12) months will be considered as approbatory period. Thereafter, the contract could be for a period of two years renewable, subject to satisfactory performance and deliverables.

**6. GENDER MAINSTREAMING:** The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

#### **7. REMUNERATION:**

Indicative basic salary of US\$ 29,287.00 (P2 step1)per annum plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$14,414.40 per annum), and education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US \$7,800.00 per child per annum) for internationally recruited staff of the Commission.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 17th July 2016

Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters