



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