



External Publication of Job Posting

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Job Posting Title

PROCUREMENT OFFICER

Start Date

13.04.2017

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13.05.2017

Reference Code

AMISOM 20 03

Job Title

PROCUREMENT OFFICER

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia. In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term posts of Procurement Officer in the department of Peace and Security of the African Union Commission

Department

Job Title: Procurement officer
Grade: P3 Step5
Section: Procurement
Reports to: Chief Administrative Officer
Duty Station: Mogadishu, Somalia
Number of Post : 1

Project

To assist in the procurement of all aspects of logistical support and goods and services, which includes life cycle management, provision of mission's assets and integrated communications infrastructure system (CIS) and fleet management.

Tasks

Main Duties and Responsibilities

- Assist in the planning, developing and managing of all procurement and contractual issues
- Provide advice to clients/requisitioning sections and recipient entities on the full range of procurement issues,
- Assist in the preparation and distribution of solicitation of documents
- Assist in the management /conduct of all aspects of bid/proposal evaluations;
- Conduct market research to keep abreast of market developments;
- Research and analyze statistical data and market reports on commodity situation, production patterns and availability of good and services;
- Prepare a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc;
- Perform any other duties as directed by supervisor(s)

Requirements

1. Qualifications and Experiences Required

Should possess Master Degree in Procurement, Logistics, Supply Management or similar fields with at least 7 years work experience with three (3) years at supervisory level Or with at least Bachelor's degree Procurement, Logistics, Supply Management with 10 years' work experience in a related field with Government, NGO, think tank, or similar multilateral, regional or international institution 5 years of experience at a supervisory level.

2. Skills and Competencies Required

- Ability to work closely with governments, NGOs and multi-lateral institutions in complex political affairs, peace and security undertakings
- Computer literate and well versed in the use of the Internet, Power Point, Excel and Word
- Experience in procurement operations and in contracting for a diverse range of good and services
- Good working knowledge of contract law and expertise in handling complex procurement and contracting
- Ability to work in a multicultural setting
- Must be prepared to work in a hardship context and highly pressurized and sometimes hazardous environment

3. Language requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

4. Tenure of appointment:

The appointment shall be for an initial period of one (1) year, the first three (3) months of which shall be on probation. It shall be renewable subject to performance and availability of funds.

5. Equal opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

6. Remuneration:

The salary attached to the position is a fixed monthly lump sum of US\$ 102,871.50 (P3 Step 5) inclusive of all

allowances for internationally recruited staff, and US\$ 91,267.91 inclusive of all allowances for locally recruited staff.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 13 May 2017.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

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

Contract Type

Short Term

Employment Fraction

Full-time

Branch

AU Liaison Offices – AMISOM