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**External Publication of Job Posting**

**50217154**

**Job Posting Title**

SUPPLY OFFICER

**Start Date**

21.04.2017

**End Date**

21.05.2017

**Reference Code**

AMISOM 21 03

**Job Title**

SUPPLY 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 post of Supply Officer in the department of Peace and Security of the African Union Commission

**Department**

Job Title: Supply Officer  
Grade: P3 Step 5  
Section: Supply Office  
Reports to: Chief Integrated Support Services (CISS)  
Duty Station: Somalia  
Number of Post : 1

**Project**

Within delegated authority the Officer is responsible for the effective and efficient management of supplies, equipment, material, property and related services within AMISOM, including receiving and inspecting supplies

upon arrival within the mission. Develops, manages and implements supply program priorities and implements corrective action with respect to issues/problems.

### **Tasks**

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- Responsible for staff management and work, work planning, performance and budget of the unit.
- Manage the AMISOM Mogadishu Logistics Base (MLB).
- Co-ordinate Logistical Base operations in partnership with UNSOA and Liaises with the supply sections of UNSOA based within MLB.
- Plan and manage the coordination of supply support operations.
- Review and monitor technical contracts for the provision of supply support services.
- Forecast and analyze integrated mission supply needs, determine priorities, and plans and prepare supply support plans.
- Receive, inspect and monitor supplies received by the mission to ensure compliance with planning and supply orders.
- Manage allocation and control of all equipment and stores received and distributed by the mission.
- Evaluate and monitor the mission's supply management practices, make recommendations for action/change, and implement improved supply management processes and systems for the mission.
- Perform any other functions as may be required by the immediate supervisors

### **Requirements**

#### **1. QUALIFICATIONS AND EXPERIENCES REQUIRED**

Masters degree business administration, logistics management, project management, procurement or related field and 7 years relevant work experience of which 3 years at a supervisory level .

Bachelors degree in business administration, logistics management, project management, procurement or related field and 10 years relevant work experience of which 5 years at a supervisory level .

#### **2. SKILLS AND COMPETENCIES REQUIRED:**

- Demonstrated staff and budget management experience.
- Strong working knowledge and experience in developing and managing supply plans, supply operations, contract management, and related policies and procedures.
- Ability to provide technical and procedural advice on a broad range of supply and logistics-related issues.
- Ability to establish priorities and work within urgent and competing demands to meet deadlines.
- Ability to analyze, interpret, and synthesize information.
- Proven interpersonal skills and the ability to work collaboratively and establish harmonious working relationships within the unit, partners, and other sections within the mission and within a multi-cultural and multi-disciplinary setting.
- Demonstrated ability to resolve issues/problems effectively and constructively.
- Ability to communicate effectively both verbally and in writing.
- Working knowledge of Word, Excel, PowerPoint and Inventory Management Systems.
- Prepared to work in a hardship, 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 12 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