



External Publication of Job Posting

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Job Posting Title

PROCUREMENT OFFICER, ECOSOCC SECRETARIAT

Start Date

24.05.2019

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25.06.2019

Reference Code

ECOSOCC /Proc. Off / 04

Job Title

PROCUREMENT OFFICER, ECOSOCC SECRETARIAT

Organization

1. Background Information

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 vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Procurement Officer (P2) in the Economic, Social and Cultural Council (ECOSOCC) Secretariat located in Lusaka, Zambia.

ECOSOCC is an advisory organ to the African Union (AU) established in 2004. ECOSOCC is composed entirely of civil society organizations (CSOs). ECOSOCC's mandate, amongst other things, include the following:

- Promote continuous dialogue between all segments of the African People on the issues concerning Africa and its future
- Forge strong partnerships between governments and all segments of the civil society, in particular women, the youth, children, the Diaspora, organized labor, the private sector and professional groups;
- Promote the participation of African civil society in the implementation of the policies and programmes of the Union.
- Support policies and programmes that will promote peace, security and stability in Africa, and foster development and integration of the continent;
- Promote and defend a culture of good governance, democratic principles and institutions, popular

participation, human rights and freedoms as well as social justice;

- Promote, advocate and defend a culture of gender equality;
- Promote and strengthen the institutional, human and operational capacities of the African civil society;
- Contributing, through advisory opinion, to the effective translation of the AU's objectives, principles and policies into concrete programmes, as well as evaluating those programmes
- Contributing to the promotion and realization of the AU's vision and objectives
- Promoting and supporting the efforts of institutions engaged in reviewing the future of Africa and forging pan-African values in order to enhance an African social model and way of life.

The Citizens and Diaspora Directorate (CIDO) in the AU Commission act as the current Secretariat for ECOSOCC.

Department

2. Post

Job Title: Procurement Officer
Grade: P2
Number of posts: 1 (One)
Department: ECOSOCC Secretariat
Supervisor: Administration and Finance Unit Head
Duty Station: Lusaka, Zambia

Project

3. Job Summary

To take lead in the procurement of all aspects of logistical support and goods and services, which includes life cycle management.

Tasks

4. Main Duties and Responsibilities:

Under the direct supervision of the Administration and Finance Unit Head, he/she will be responsible for the following:

- Liaise with all Business Units in the development of their respective Procurement plans and consolidate the respective plans into the Annual Procurement Plan of the ECOSOCC;
- Review, track, monitor the ECOSOCC's annual Procurement Plan and prepare reports to update Management accordingly.
- Advise Management and Business units on Procurement and Supply chain related matters.
- Monitor and ensure compliance by all stakeholders with policies, Rules and Regulations governing Procurement and Supply chain.
- Act as advisor and Secretary to the Local Internal Procurement Committee
- Prepare the ECOSOCC's annual Procurement Report for all transactions at the end of each financial year.
- Assist in the planning, developing and managing of all procurement and contractual processes.
- Provide advice to clients/requisitioning sections and recipient entities on the full range of procurement processes,
- Prepare and publish solicitation documents

- Participate in the management of the bidding process.
- Conduct regular market research to keep abreast with market developments;
- Review and analyze statistical data on the ECOSOCC's procurement spend, distribution of business to Suppliers for decision making and recommend areas of improvement.
- Prepare and maintain a Supplier Register in accordance with the Procurement Rules and Regulations.
- Prepare and maintain a contract register for all the ECOSOCC's contracts and Conduct regular supplier performance monitoring
- Follow up on implementation of audit queries and recommendations for improvement.
- Prepare and follow up on Suppliers payments to ensure they are paid promptly.
- Propose improvements in efficient and effective ways of administering procurement in the ECOSOCC;
- Prepare a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc;
- Perform any other duties as directed by supervisor(s)

Requirements

5. Qualification and work experience required:

- A Bachelor degree in Procurement, Logistics, Business, Supply Management or related/similar fields or any other related discipline with 3-4 years relevant work experience in a related field with Government, NGO or similar multilateral, regional or international institution;
- OR
- A Diploma in the above listed fields and 7 5 years relevant work experience in the types of organizations listed above.
- Membership of a Procurement and Supply chain Professional Body such as CIPS or additional qualification in relevant field (listed above) will be an added advantage.

6. Skills and competencies:

Technical skills and competencies:

- Knowledge of and deep understanding of Public Procurement Procedures.
- Good knowledge and understanding of procurement operations and contracting processes for a diverse range of good and services.
- working knowledge of contract law and expertise in handling complex procurement and contracting
- Ability to work closely with various stakeholders, the AU, governments, NGOs, multi-lateral institutions, suppliers and service providers in complex working environment and achieve intended results
- Ability to analyze procurement related data and make concrete, workable recommendations for Management's consideration;
- Knowledge of ERP system such as SAP Materials Management is important.
- Excellent report writing skills

Computer skills:

- Excellent capacity to work on office computer applications, well versed in the use of MS Excel and MS Word, MS Power Point and other office applications as well as the Internet. Strong practical knowledge/ experience in using SAP will be highly advantageous.

Communication skills:

- Excellent reporting, oral and written communication skills. The ideal candidate should be able to communicate with influence. Very good drafting skills.
- Readiness to share information and knowledge at all times, whenever required and appropriate

Behavioral skills:

- Excellent interpersonal skills, sense of accountability and compliance;
- Demonstrate professionalism, demonstrate skills associated with good decision-making.
- Able to work under pressure, particularly as a professional civil servant in a multi-cultural environment.
- Drive for results and continuous improvement;

7. Languages 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.

8. Tenure of Appointment

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve months will be considered a probationary period. Thereafter the contract shall be renewable every two years subject to good performance and deliverables.

9. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

10. Least Representative Countries

Candidates from the following least represented countries are encouraged to apply: Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia.

11. Remuneration

Indicative basic salary of US \$31,073.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment 44% of basic salary, Housing allowance \$ 16,819.80 per annum and education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

How to apply

Applications must be made through the AUC E-recruitment Website
<http://www.aucareers.org> no later than 25 June 2019.

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not 4. More than 5 Documents in PDF Format, and not exceeding 1 MB).
4. Please be aware that only complete applications will be considered.
5. Please note that only shortlisted candidates will be contacted

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 Resources Management
African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

ECOSOCC ,CIDO

City

Lusaka