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**External Publication of Job Posting**

**50555684**

**Job Posting Title**

SENIOR PROCUREMENT OFFICER – AFRICA CDC

**Start Date**

25.07.2018

**End Date**

26.08.2018

**Reference Code**

CDC 16 /03

**Job Title**

SENIOR PROCUREMENT OFFICER – AFRICA CDC

**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.

The Africa Centre for Disease Control and Prevention (Africa CDC) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. The Africa CDC is Africa's first continent-wide public health agency and envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency mission is to strengthen Africa's public health institutions' capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programmes.

Towards meeting its' mission, the Africa CDC will work with African Union member States, WHO, and partners in the five geographic sub-regions of Africa to strengthen their capacity in five strategic priority areas: (1) public health surveillance and disease intelligence; (2) public health emergency preparedness and response; (3) public health laboratory systems and networks; (4) public health information and technology systems; and (5) public health research and public health institutes. The guiding principles of the Africa CDC include Leadership, Management, Finance, Workforce, Partnership and Innovation.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and expertise. The Commission of the African Union invites applicants who are national and citizens of Member States for a position of Senior Procurement Officer for the Africa CDC.

**Least Representative Countries:**

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea-Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

**Department**

**1. Post**

Job title: Senior Procurement Officer

Grade: P3

Department/Agency: Africa CDC

Supervisor: Head of Division - Management and Administration

Duty Station: Addis Ababa, Ethiopia

Positions: 1

**Project**

**2. Job Purpose**

The Senior Procurement Officer reports directly to the Head of Division - Management and Administration, and technically, to the Head of the Procurement, Travel and Stores Division. The Senior Procurement Officer shall perform duties in the implementation of a wide variety of procurements for materials and services in accordance with AU Commission rules, regulations, policies and procedures, and all applicable donor partner processing and reporting requirements. Factors in terms of the Africa CDC social and environmental will be relevant – including demographic, hardship, travel and other local conditions

**Tasks**

**Major Duties and Responsibilities**

The Senior Procurement Officer, Africa CDC shall:

- a) Establish and maintain an on-line procurement monitoring, tracking and reporting system in accordance with AU procurement, financial management and data management requirements.
- b) Receive requests and initiates procurement actions from Unit and project staff, and others as appropriate.
- c) Lead actions in support of routine and emergency procurement actions by working closely with the agency Finance Officer and the Procurement, Travel and Stores Division to ensure appropriate fiscal management (e.g., cost allocation and reconciliation reporting) and procurement (e.g., documentation, work-flow and approvals) practices are followed.
- d) Liaise with Unit and project staff as needed on all issues relating to the preparation, processing, and subsequent reporting on requested procurements, including delivery and reception dates for goods and services.
- e) Serve as the Africa CDC liaison to the Local Tender Boards, the Tender Opening Committee and Tender Evaluation Committee: ensures proper review, processing, follow-up, and reporting on all decisions and assigned tasks as appropriate.
- f) Monitor and track processing of all procurements, ensure reception and appropriate inventory control of supplies and equipment, arranges trans-shipment of goods as needed, and provides other ancillary procurement services support as needed and appropriate.
- g) Provide procurement processing updates and routine documents and reports to the Procurement,

Travel and Stores Division, Unit and project staff, and other parties upon request.

- h) Ensure all relevant documentation are maintained in accordance with appropriate Commission data security and access controls, and records management system requirements, including digitalization of all documents.
- i) Deliver reports in accordance with the appropriate requirements of the Department and Commission, applicable donor agreements, and both internal and external audit guidelines.
- j) Initiate requests to all Department staff for inputs in the development of the Annual Procurement Plan.
- k) Compile and deliver the Annual Procurement Plan summary report and other periodical reports, including those requested by partners, in keeping with stated reporting requirements and deadlines;
- l) Under the direction of the designated Africa CDC Incident Commander, and in working closely with AU Procurement, Travel and Stores Division, coordinates the delivery of end-to-end procurement services in support of Africa CDC Emergency Response activities in accordance with the AU Guidelines for Emergency Procurement: Procuring Goods and Services in Emergency Situations.
- m) Perform other related duties and responsibilities as may be assigned by the supervisor.

## **Requirements**

### **3. Qualification and Work Experience Required**

University Master's Degree in Procurement and Logistics, Supply Chain Management/Materials Management, Business Administrations or related field; Membership to a professional body such as CIPS will be an added advantage with 7 years continuous experience in providing procurement, logistics or related programme management services support for a public and/or private sector agency or programme of considerable complexity and size; of experience out of which 3 at a supervisory level.

OR

University Bachelor Degree in Procurement and Logistics, Supply Chain Management/Materials Management, Business Administrations or related field; With 10 years of experience in continuous experience in providing procurement, logistics or related programme management services support for a public and/or private sector agency or programme of considerable complexity and size; relevant domain out of which 5 at a supervisory level;

### **4. Professional Work Experience**

- a) Experience and comprehensive knowledge in legal/contract management, Monitoring and Evaluation, Office and project management.
- b) Experience in routine and emergency procurement processing and reporting, shipping and receiving, and inventory control in medium to large organizations.
- c) Experience in supporting and leading development of complex procurements, e.g., purchase orders, contracts grants and cooperative agreements.

### **5. Required Skills and Competencies**

#### **A. Functional Skills**

- Familiarity with the procurement management and logistics practices and processes typically employed by public health and other public sector programmes;
- Excellent narrative reporting skills;
- Excellent organizational and time-management skills
- Resourceful and skilled at collecting, analyzing and using data to recommend, make and communicate decisions of a technical nature lay audiences;
- Excellent interpersonal relationship practices to meet and deal with persons of diverse backgrounds.
- Excellent diplomatic, representational, interpersonal and communication skills, including experience successfully interacting with stakeholders and decision-makers in technical and other professional settings;
- Skills in translating highly technical information into presentations, briefings and report and funding proposals for lay audiences.
- Resourceful and skilled at collecting, analyzing and using data to recommend, make and communicate

decisions of a technical nature to lay audiences.

- Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications and experience in using office software applications such as MS Excel, Power Point and Word, and familiarity with electronic data processing systems and ERP such as SAP.

#### B. Personal Abilities

- Ability to deliver under tight deadlines and works well under pressure;
- Proven ability to plan, delegate and direct subordinates.
- Analytical and problem solving abilities;
- Ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports;
- Able to operate in a multicultural environment;
- High level of autonomy at work, yet with profound team-spirit;
- Adaptive, patient, resourceful, resilient and flexible;
- Pro-active and solutions oriented.

#### 6. Language Requirement:

Applicants must be proficient in at least one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

#### 7. Tenure of Appointment:

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

#### 8. Gender Mainstreaming:

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

#### 9. Remuneration:

Indicative basic salary of US\$ 37,453.00 (P3 Step1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 22,932.00 (per annum), 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), etc. for internationally recruited staff of the Commission.

#### How to Apply

All applications must reach the African Union Commission not later than 26 August 2018 through the AU Commission's website <http://www.aucareers.org>.

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  
Addis Ababa, Ethiopia

#### **Contract Type**

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters