



External Publication of Job Posting

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Job Posting Title

PROCUREMENT ASSISTANT, ECOSOCC SECRETARIAT

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21.05.2019

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24.06.2019

Reference Code

ECOSOCC /Proc. Assis / 03

Job Title

PROCUREMENT ASSISTANT, 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 posts of Procurement Assistant (GSA5) 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 labour, 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 Assistant
Grade: GSA5
Number of posts: 2 (Two)
Department: ECOSOCC Secretariat
Supervisor: Administration and Finance Unit Head
Duty Station: Lusaka, Zambia

Project

3. Job Summary

Under the overall supervision of the Administration and Finance Head, the incumbent will work for effective delivery of procurement goods/services/works in order to obtain the best value for money for all ECOSOCC Secretariat's activities and projects.

Tasks

4. Main Duties and Responsibilities:

The incumbent will be responsible for the following:

- Participate in the planning, developing and managing of all procurement and contractual processes;
- Provide technical advice on all aspects of procurement;
- Prepare and distribute tender documents including bids and Request for quotations
- Assist in the management /conduct of all aspects of bid/proposal evaluation processes;
- Prepare and finalize purchase orders, memos, receiving reports and other relevant procurement documents;
- Review invoices to determine compliance with purchase orders and receipt of goods/services;
- Assist in conducting market research to keep abreast of market developments; undertake regular survey of new Suppliers, products and prices in the local market;
- In the absence of the Procurement Officer, attend the Local Internal Procurement Committee meetings as Secretary;
- Reconcile Suppliers account on regular basis, and initiate action on accounts receivable/payable as the case may be;

- Track orders to ensure prompt delivery;
- Tracking processing of invoices by Finance to ensure timely payment of suppliers
- Ensure proper record keeping and maintain proper filing of procurement documents.
- Maintain the contract Register and ensure it is regularly updated.
- Contribute towards the development and implementation of the ECOSOCC Annual procurement plan.
- Ensure maximum compliance with the relevant policies, Rules and Regulations governing procurement.
- Perform other related duties and responsibilities assigned by the supervisor.

Requirements

5. Qualification and work experience required:

- A Diploma in Procurement, Supply Management, Logistics or any other related discipline. A degree in a related field (see above) will be an added advantage.
- Minimum five years of relevant work experience for Diploma holders within Government, NGO or multilateral, regional or international institution.

6. Skills and competencies:

Technical skills and competencies:

- Very good understanding and knowledge and understanding of Public Procurement Procedures and Rules.
- Very good planning and organizational skills
- Very good understanding of procurement operations and of contracting processes for a diverse range of good and services
- Knowledge of record keeping and maintenance of contract files.
- Contract administration
- 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 assist in undertaking and analysis of procurement and supply related studies,

Computer skills:

- Very good 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:

- Very good capacity to draft and prepare reports as and when required; very good oral and written communication skills. The ideal candidate should be able to follow and promote a two-way communication with others through correct interpretation of messages and appropriate responses. Expresses ideas or facts clearly.
- Ability and willingness to share knowledge, learn and allow continuous improvement
- Analytical Skills: The candidate should have good analytical skills with emphasis on paying attention to detail.

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;
- Able to adapt readily to change, seek better ways to get the job done
- Appreciates compliance against specified procedures to complete tasks; shows accountability towards successful completion of tasks; takes initiatives as and when required.
- Very good ability to work in a team setup and collaborate

- Ability to trouble shoot, break problems into simple lists, tasks or activities without assigning values or priorities. Uses common sense and past experiences to approach problems and make a decision.

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. Remuneration

Indicative basic salary of US \$ 15,758.00 (GSA5 Step 1) per annum plus other related entitlements e.g. Post adjustment 44% of basic salary, Housing allowance \$ 16,813.44 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 24 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 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