
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING Internal / External

Job Title & Level:	CONTRACTS MANAGEMENT ASSISTANT, GL-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA
Location:	BOGOTA – COLOMBIA
Posting Period:	25 October – 09 November 2017
Job Opening Number:	MC-NJO-2017-048

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo> **No CVs will be accepted**) at the following e-mail address: mcrecruitment@un.org

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient. If you need more P11 pages, please print and add them as additional pages to the P11 submission. Please make sure the e-mail application is not larger than 5MB in size.

Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organizational Setting and Reporting: The position is located in the United Nations Verification Mission in Colombia based in Bogota. The contract management Assistant will report respectively to the Chief contract management Officer

- Assist in the management of contractual and procurement aspects of procurement project; establish and maintain work programme and schedules for on-going contracts and newly planned ones.
- Review procurement requests submitted by projects, substantive units or field offices to ensure completeness, and adequacy of the goods, services, and related procurement and contract specifications.
- Ensure adherence to contractual agreements for material, equipment and production costs, performance requirements and delivery schedules by periodic and ad hoc checks.
- Prepare and distribute invitations to tender and follow-up on the replies; evaluate quotations and select, or recommend the selection of most suitable suppliers; develop and formulate strategies and plans for complex and intricate procurement programmes, e.g., involving layouts for workshops, life-cycle costing, engineering features, computer and logistic support, consolidation of shipments, containerization of consignments etc.
- Analyze and evaluate vendors' proposals considering various factors affecting cost, technical, and nutritional specifications, implementation schedules, and

users and maintenance staff and other contractual arrangements.

- Under the supervision of the Contracts Management Officer, ensure the enforcement of UN contracts in consultation with the Supply Section, Contracts Administration Unit at UNHQs, as appropriate, and liaising with other Departments, including handling of claims and disputes, demanding specific performance, claiming against warranties, and other contractual remedies.
- Assist in the market research to keep abreast of significant market developments, research and analyze statistical information, and market reports on the world commodity situation, production patterns and availability of the goods and services to be contracted; identify new technologies, products or services as well as new potential supply sources for the programme serviced; participate in the incorporation of the research and study results in the procurement programme; and identify, evaluate and recommend potential suppliers and manufacturers.
- Draft relevant audit responses. Maintain contract related electronic and hardcopy files and records to ensure proper accountability. Implement Contracts Management work program.
Administration of office, managing and liaising with vendors, assisting with budgetary reporting, and reconciliation of invoices.

Perform other duties as assigned

Competencies:

- **Professionalism:** Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics and ability to apply them in an organizational environment. Ability to maintain accurate records and prepare reports on a wide variety of data. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Qualifications:

Education: High School Diploma or equivalent is required. A certificate of procurement or Contract management training is desirable.

Work Experience: At least five (5) years of progressively responsible experience in contracts management, procurement or administration is required. Relevant experience in supply management, especially in an international organization, UN field mission experience or UN agency is desirable. Knowledge of the UN rules, regulations and working practices pertaining to field missions is an advantage.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.