



Job Opening Contract Management Assistant UNSMIL-GS5-JO003/2021

Title:	Contracts Management Assistant
Level/type:	GS-5
Duty Station:	Tripoli, Libya
Section:	Procurement Unit
Number of Positions:	01 Position
Date of Issue:	26 August 2021
Deadline for applications:	24 September 2021

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS5-JO003/2021)

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Procurement Unit in the Office of the Chief Mission Support of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Procurement Officer.

With the mandate as renewed in SC resolution 2542 of 15 September 2020, the Security Council has tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organisations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with



humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilise post-conflict zones, including those liberated from Da'esh.

JOB DESCRIPTION:

Within the limit of the delegated authority, the incumbent will be responsible of the following tasks:

- 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 management and maintenance of goods or equipment, including training of users and maintenance staff and other contractual arrangements.
- Under the supervision of the Senior/ Contracts Management Officer, ensure the enforcement of UN contracts in consultation with other Mission Support Units, 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: 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards, operates in compliance with organizational rules and regulations, supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of work unit, where applicable.

QUALIFICATIONS:

Education: High School Diploma or equivalent is required. A certificate in Public Procurement and/or Contract Management is desirable.

Experience: A minimum of five (5) years of progressively responsible experience in Procurement, Logistics, administrative services or related area, including a minimum of (2) years of experience in the management of Invitation to Bid of acquisition of goods, services and civil works is required Work Experience in Enterprise Resource Management System are required, Experience in procurement procedures within the UN Common System and/or a similar International Organization is desirable, awareness of Integrity and Ethical Requirements of UN Procurement is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised working level in oral and written English and Arabic is required.

ASSESSMENT:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

SPECIAL NOTICE:

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

UNITED NATIONS



الأمم المتحدة

United Nations Support Mission in Libya
بعثة الأمم المتحدة للدعم في ليبيا

ADDITIONAL INFORMATION:

The work requires sitting most of the day in the office during working hours, five-day a week, as it is a desk work, and involves walking to the counterparts inside and outside the compound to share information and collect necessary information from local authorities and UN Agencies.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.