
MINUSTAH-JOB OPENING

Internal / External

Job Title & Level:	CONTRACTS MANAGEMENT ASSISTANT, GL-5
Department/Office:	MINUSTAH/CONTRACTS MANAGEMENT UNIT
Location:	PORT-AU-PRINCE
Posting Period:	07 APRIL – 20 APRIL 2015
Effective Start Date:	01 JULY 2015
Job Opening Number:	MINUSTAH-NJO-2015-016

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

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 and/or CVs) and copies of their educational certificates to Recruitment Unit via email: minustah-recruitment@un.org.

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

Responsibilities

Within delegated authority, the Contracts Management Assistant will be responsible for the following duties:

CONTRACTS MANAGEMENT AND COMPLIANCE MONITORING

Monitor the performance of contracts and the compliance of the contracts terms and conditions to make sure that these perform as efficiently as possible in support to the Mission. This is achieved through liaison with the Vendors and Project Managers, through meetings, workshops, assessment visits, inspections and any other related activities.

- For the actively managed contracts and new leases, organize contract start-up meetings to discuss all aspects of new contracts with the parties, and to assess if there is a full understanding of the responsibilities of those concerned. Organize performance review meetings and follow up meetings as required and close-out meetings.
- Preventive maintenance and guidance to SAUs (related to the non-actively managed contracts): closely liaise with PMs on a regular basis to ensure that SAUs manage contracts appropriately and grasp a more in-depth knowledge of operations and contractual performance.
- Organize ad hoc inspections to verify that procedures are followed.
- Follow up on agreements reached or pending matters, documenting actions usually by e-mail copying Chief CMU or during follow-up meetings and file in relevant records.

- Assist Chief Contracts Management in dispute resolution efforts (e.g. invoicing, etc.) as required; prevent any minor issue from escalating to major disputes.
- Risk should be systematically detected and managed throughout the contract life-cycle.
- Identify problems, recommend solutions, follow up on agreements, identifying risk and acting upon it, reporting problems to the Chief CMU, creating SOPs, etc.
- Ensure proper close-out of contracts.
- Administrate the financial monitoring of actively managed contracts including the Not to Exceed (NTE) amounts.
- Keeps constantly updated the Electronic Database of Contracts and related Shared Drives and binder by proactively liaising with procurement Section and SAUs
- Officer-in-Charge of the Unit in the absence of the Chief, CMU.

CONTRACT PLANNING, SOW/TOR/SPECIFICATIONS PREPARATION, TECHNICAL EVALUATION

- Assist SAUs in the development of Statements of Work/Terms of Reference/Specifications including proposal evaluation criteria and key performance indicators (KPIs).
- Review and provide clearance to all SOWs before they are submitted to Procurement Section.
- Assist Requisitioners in the evaluation of technical proposals for new goods, services and works.
- Provide pro-active support and guidance to Procurement Section during Contract formulation, drafting and negotiations.

CONTRACTOR PERFORMANCE EVALUATION

- Evaluate and appraise the performance of contracts quarterly and bi-annually in compliance with UN-DPKO guidelines.
- Request Supplier/Contractor Performance Reports (PD2 and PD3) from Project Managers for contracts exceeding USD 200,000.00.
- Review reports received with each Project Manager.
- Provide input to the Supplier/Contractor Performance Appraisal Reports received by Project Managers.
- Examine Supplier/Contractor Performance Appraisal Reports received by Project Managers and compare with previous reports. Analyze improvement or deterioration, trends, risk, contingencies to address, etc. Plan appropriate actions as a result of this analysis.
- Prepare a general report with recommendations for inclusion in the quarterly Executive Summary report.

QUALITY ASSURANCE DESIGN AND IMPLEMENTATION

- Strengthen the use of Quality Assurance by Requisitioning Sections and assist in its application to key contracts, with the aim of providing a systematic, structured method of evaluation of services and products and ensuring that the Mission receives value for money in terms of the contract price and the allocated resources.
- Assist Chief Contracts Management to provide guidance to Project Managers in the development of QA plans and KPIs.
- Monitor implementation of final QA plan in close collaboration with PM.

Competencies

Professionalism: Shows pride in work and 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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.

Education

High school diploma is required. Formal training/certification in the field of Procurement/ Finance/ accounting/business administration considered an advantage.

Work Experience

At least five (5) years of progressively responsible work experience in office administration and/or contract/quality administration is required. Relevant experience with regards to logistics supply and management, especially in international peacekeeping environment or relief operations is essential. 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. For the post advertised, fluency in oral and written English and French are required.