



JOB OPENING

Functional Title & Level:	Contracts Management Assistant (GS-5)
Org. Unit:	Centralized Warehousing, Supply Chain Management
Duty Station:	Port-au-Prince
Posting Period:	14-20 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-039

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Contracts Management Assistant (GS-5)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Contracts Management Assistant Assistant (GS-5)** usually works under the direct supervision of the Senior/Contract Management Officer or to the head of Section/Unit, Centralized Warehousing, Supply Chain Management.

Responsibilities:

- 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 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:** 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.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.
- **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.

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 contract/quality administration is required. Relevant experience with regards to 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 desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English and French, (both oral and written) is required.

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