



United Nations Mission in Sudan
UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-09-076

VA Issuance Date: 4 November 2009

Deadline for Applications: Open¹

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

Title: Procurement Assistant	Grade: GL - 5	Region: (please indicate preference in application): Khartoum and Juba
<i>POST OPEN FOR SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply</i> ²		

¹ Vacancy will remain open for at least two weeks, or until it is filled. Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

Duties and responsibilities:

Under the supervision of the Procurement Officer, the incumbent will perform the following duties:

- Provide procurement support to Procurement Officers in acquisition of a wide variety of goods and services;
- Review, record and prioritize purchasing requests and obtain additional information/documentation as required;
- Determine the availability of vendors and funding sources;
- Monitor status of existing requisitions and maintain contact with supplies to ensure timely delivery of goods and services;
- Produce tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of requirements and cost of procurement involved;
- Prepare abstracts of offers and compile data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of Procurement Officers;
- Prepares drafts of purchase orders and contracts for approval by the Procurement Officer and prepare submission to the Committee of Contracts for review and subsequent approval by the authorized official. Draft routine correspondence;
- Assist relevant officers in more complex higher value purchasing operations;
- Coordinate distribution of pertinent documents to concerned parties and ensure appropriate follow-up actions;
- Maintain relevant internal databases and file to keep track of any contractual agreements and systems contracts;
- Research, retrieve and present information from a variety of internal and external sources on products and equipment on the market;
- Any other duties that may be required by the supervisor.

Competencies:

Professionalism: Knowledge of purchasing and accounting techniques. Good knowledge of internal procurement policies, processes and procedures generally and significant experience in their application to the purchase of a wide range of supplies and services; knowledge of financial rules and regulations; ability to research and gather information from a variety of external and internal sources; demonstrated ability to apply good judgment in the context of assignments given.

Planning and Organizing: Ability to plan own work and manage conflicting priorities.

Communications: Good communication (spoken and written) skills, including the ability to draft a variety of procurement documentation and correspondence.

Technology Awareness: Good computer skills; proficiency in standard computer applications (e.g. Lotus Notes, Word, etc.), as well as in the use of procurement-related databases and other software.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications:

Education: High School Diploma or equivalent. Certification/diploma or other supplemental academic qualifications or training in business administration or procurement action, or related field, is desirable.

Experience: A minimum five (5) years of progressively responsible experience in the area of high volume procurement operations, including experience in private industry and/or government or international organization.

Languages skills: Fluency in spoken and written English and Arabic; knowledge of other languages spoken in Sudan is an advantage.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form (P-11);
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit two (2) most recent performance evaluations.

By email:

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.G. UNMIS-GS-09-076

General Services: unmis-recruitmentgs@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

By Hand:

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, El Obeid, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and Port Sudan

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200