

Temporary Job Opening #18/2016

JOB DESCRIPTION – SENIOR INTEGRATED ACQUISITIONING ASSISTANT (GL7)

This position is located in the UNFICYP Headquarters at UNPA, Nicosia. The selected candidate will head the Integrated Acquisitioning Unit and will report directly to the Deputy Chief of Mission Support. He/she will oversee the functioning of the Integrated Acquisitioning Unit (IAU) and supervise IAU staff in the daily performance of tasks and delivery of expected outputs. Specifically, he/she will:

- Coordinate with all stakeholders and clients in Mission Support, Military and Police and Substantive Pillars on matters concerning the supply chain priorities particularly relating to requisitioning and acquisitioning;
- Assist the Mission Support Sections in the preparation of acquisition plans based on the approved budget; provide the Mission Support Sections relevant information on pre-commitments and obligations raised which will assist them in the quarterly update of their respective acquisition plans;
- Administer, monitor and track all aspects of the Mission's requisitioning process to ensure accurate and timely creation of shopping carts, low value acquisitions and earmarked funds to facilitate the continuous supply of goods/services;
- Review the technical specifications/Terms of Reference (TOR) and/or Scope of Works (SOW) for goods and services for completeness and accuracy prior to raising the relevant pre-commitment in UMOJA;
- Ensure that all Service Entry Sheets (SES) are supported by relevant documentation and verified received as per contract terms and conditions; that all SES are charged against valid obligations and raised on a timely manner in order for the organization to avail the prompt payment discounts, if applicable;
- Ensure that cost recovery is initiated in UMOJA for all services provided to internal UN entities and external clients such as human resource services, financial management, conference management, facilities management, maintenance service and property management;
- Prepare reports from UMOJA which will allow for timely decision-making to minimize supply chain gaps; make recommendations to improve the efficiency and optimal use of supply chain resources and cost-effective logistics support to all mission component;
- Coordinates with Mission Support Chiefs in implementing the policy direction given by the CMS and translates it into supply chain support plans and activities in order to meet the requirements of the mission.

Competencies:

- **Professionalism:** Knowledge of logistics operations and/or related fields. Ability to analyze 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. 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.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly

Qualifications:

Education: High school diploma or equivalent

Experience: A minimum of ten years of progressively responsible experience in supply chain, finance and budget, logistics or procurement. At least two years of experience in ERP or SAP application is required.

Language: Fluency in oral and written English is required. Knowledge of Greek or Turkish language highly desirable. Knowledge of another UN official language is an advantage.

Interested and qualified candidates are encouraged to apply by **specifying vacancy announcement # 18/2016. Candidates must complete the United Nations Personnel History form (P11) in English.** The P.11 form could be downloaded from the UNFICYP website: www.unficy.org under Employment. Submit applications to:

Chief of Mission Support
Email: unficy-national-applications@un.org

*Deadline for receipt of applications is **19 August 2016**
Preference will be given to equally qualified women candidates.
Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Management
Section*