



VACANCY ANNOUNCEMENT

VACANCY No:	2016/3
Project Title:	Employment Intensive Investment Programme for Jordanian and Syrian Refugees
Position Title:	National Officer (Procurement and Contract Management)
Grade of the post:	NOA
Contract Type:	Fixed-Term appointment
Duty Station:	Amman- Jordan
Duration of Post:	12 months (Renewable)
Organization unit:	Regional Office for Arab States
Deadline of application:	27 May 2016

Jordan, through its Compact presented at the February 2016 London Conference “Supporting Syria and the Region” has now pledged to deliver up to 200,000 working permits to Syrian refugees.

While envisaged investments and expanded trade in Jordan resulting from the London Conference will create jobs in the long term, it is of crucial importance to allow for both Syrian refugees and vulnerable Jordanians to secure decent livelihoods in the meantime. To this end, it is proposed to implement Employment Intensive Investment Projects that link decent work with asset creation / maintenance in the communities.

Against this backdrop, the ILO, is launching its “Employment Intensive Investment Project for Jordanians and Syrian Refugees” in June 2016. The project that will be funded by KFW (federal Reconstruction Credit Institute) with a total budget of 20 m Euros aims to improve living conditions for Jordanians in host communities and Syrian Refugees through increased employment and improved infrastructure. The project has two key objectives: i) Improved rural infrastructure through the use of employment intensive methods; and ii) improved employability and access to the labour market for women and men Syrian refugees.

The Procurement Officer will report to the Senior Procurement Officer.. S/he will work in close collaboration with the Project CTA and under the overall technical guidance of the Procurement Bureau (PROCUREMENT) in Geneva.

1. Duties and responsibilities:

1. Analyse procurement plans submitted by Programme Engineers. Plan associated procurement actions, involving analysis of a wide range of procurement issues, and identification of possible courses of action.

2. Engage in consultations with the Requesting officer(s) and provide advice on the specifications, delivery dates, possible suppliers and optimal procurement strategy.
3. Prepare, oversee the preparation of and conduct Requests for Quotations (RFQs), Invitations to Bid (ITBs) and Requests for Proposals (RFPs). Analyse and evaluate vendors' proposals in respect of the Organization's requirements.
4. Provide technical support on all aspects of bid evaluations, taking into account the programme objectives, local economic and other conditions. Provide guidance to the project team on procurement-related matters.
5. Participate in negotiations with senior vendor representatives; design solutions to resolve issues/conflicts arising from complex procurement programme, in consultation with the Chief Technical Advisor.
6. Draft and oversee the drafting of contracts and provide advice on contractual clauses in consultation with concerned legal specialists as required. Ensure adherence to contractual agreements, recommend amendments and extensions of contracts, and advise concerned parties on contractual rights and obligations. Act as secondary (after the project Engineers) controller of invoices to ensure their accuracy and compliance with contractual arrangements, and submit to the project CTA for final approval.
7. Extract specific data, compile and maintain statistics and prepare analytical reports for management relating to the procurement activities of the Office.
8. Conduct market research to keep abreast of significant market developments, research and analyse statistical data and market reports on production patterns and availability of good and services. Identify new technologies and products/services, evaluate and propose potential supply sources to supervisor, and participate in thincorporation of research results into the procurement program.
9. Perform any other duties assigned by the supervisor.

2. Qualifications requirements: education, language, experience and competencies.

Education

First level university degree in Business Administration, Procurement, Public Administration, Engineering, Law or other closely related fields

Language

Excellent knowledge of the English and Arabic language.

Experience

At least two years of professional experience in the field of procurement at national level. Experience with an international organization will be an added advantage.

Competencies – - Knowledge of the office’s financial, administrative rules, regulations and procedures. Knowledge of national regulations as pertinent to the areas of responsibility. Knowledge of the International Federation of Consulting Engineers (FIDIC) tender documents and forms of contract would be an advantage. Knowledge of the office’s procurement matters and activities. Ability to interpret administrative information, to identify and analyse problems, and to understand the different components and how they inter-relate. Good drafting skills. Ability to communicate effectively both orally and in writing. Ability to clarify information. Good computer applications skills. Proven ability to deal with confidential and sensitive matters. Organizational skills. Ability to work on own initiative as well as a member of a team. Ability to deal with people with tact and diplomacy. Must display a high standard of ethical conduct and exhibit honesty and integrity. Ability to supervise staff.

CONDITIONS OF EMPLOYMENT

Pensionable Annual Salary: JOD 27,653 p.a

Basic Annual Salary: JOD 22,304 p.a

Allowances and benefits

UN Pension Scheme

Health Insurance Scheme

30 working days’ annual leave

Family Allowance

How to apply

Perspective candidates will be interviewed and may also be required to sit for a written examination. Ability should send their Curriculum Vitae/resume to

RECRUIT-ARABSTATES@ilo.org by indicating the above-mentioned vacancy number.

Applications must include precise information on education, work experience (name of organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills.

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