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## **MISSION IN COLOMBIA JOB OPENING**

### **Internal / External**

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**Job Title & Level:** **Associate Contract Management Officer, NOB**

**Department/Office:** **UN MISSION IN COLOMBIA**

**Location:** **BOGOTA, COLOMBIA**

**Posting Period:** **2 weeks ( 14 to 27 October 2016)**

**Job Opening Number:** **MC-NJO-2016-061**

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

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The 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 the Recruitment Unit via email: [MCrecruitment@un.org](mailto:MCrecruitment@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.

Recruitment for this position is subject to funding and Mission Mandate approval.

### **Organizational Setting and Reporting:**

The position is located in the United Nations Mission in Colombia based in Bogota. The Associate Management Officer will report to the Chief Contract Management Officer.

### **Responsibilities**

Within delegated authority and depending on location, the Associate Contracts Management Officer may be responsible for the following duties:

- Provide advice to the Chief of the Unit on matters involving mission contracts.
- Assist in managing key contracts in support of mission (and regional) operations, which are under the purview of the Unit, with a focus on service contracts for which the Unit is primary responsible.
- Service contracts include but are not limited to equipment maintenance/repair, PX operations, Quality Assurance on catering aspects, active UN global systems service contracts.
- Carry out the implementation of Standard Operating Procedures and Administrative Instructions related to the field of Contract Management.

- Assist in the preparation of Statements of Work (SOWs) and Scopes for Work, Source Selection Plans, requisitions and technical evaluations for all contracts to be managed by the Section.
- Carry out programmatic/administrative tasks as required by the Section, including assisting in the assigning/monitoring performance parameters and critical indicators, reporting on programme performance, preparing inputs for results-based budgeting, evaluating national staff performance.
- Respond to audit observations, as assigned. Manage, guide and train staff under his/her supervision.
- Carry out other tasks as requested by the Chief of the Unit.

**Competencies:**

**Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, Logistics etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**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.

**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:**

Advanced university degree (Master's degree or equivalent) in business administration, public administration, commerce, engineering, law or a related

field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:**

A minimum of two years of progressively responsible experience in procurement, contract management, administration or related area is required. Experience in managing support services of international peacekeeping or military operations is highly desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For this position fluency in English and Spanish (both oral and written) is required.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.