

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

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Vacancy Details

Vacancy Code **2010/UNOPS/AGOC/NERAP/VA/003 (Re-advertisement)**

Post Title **Procurement Specialist**

Post Level **IICA – 2**

Org Unit **AGOC – National Emergency Rural Access Program**

Duty Station **Kabul, Afghanistan**

Duration **6 months (with possibility of extension)**

Closing Date **10 Feb 2010**

Background

The United Nations Office for Project Services (UNOPS) in Afghanistan is responsible for implementing a number of projects on behalf of the Government of Afghanistan and the aid donor community. The Afghanistan Operation Centre (AGOC) has been set up as an organizational mechanism to deliver a range of projects for which UNOPS has been designated as the Implementing Agency/Consultant.

The National Rural Access Program (NRAP) is one of the most important National Priority Programs (NPP) of the Islamic Republic of Afghanistan. The primary focus of the program is the rehabilitation, (re-) construction and maintenance of District and Rural Roads network in all 34 provinces of the country. From 2003 to present, UNOPS has been providing assistance to the Ministry of Public Works (MPW) and the Ministry of Rural Rehabilitation and Development (MRRD) in the rehabilitation of rural transportation infrastructure through the provision of quality engineering services and accountable management for the program, and to build the capacity of MPW and MRRD counterparts to plan and manage similar projects in the future.

The current component under NRAP is the National Emergency Rural Access Project (NERAP) for which UNOPS has been selected as the Implementation Consultant (IC). The targets under NERAP are (a) to accelerate the capacity building initiatives within the MPW and MRRD, (b) the rehabilitation and reconstruction of around 2000 Km of selected District and Rural Roads, (c) the implementation of the Ministries maintenance strategy, including emergency repair works, (d) provision for environmental and social management plans, monitoring and maintenance, and (e) project implementation support for both works and non-works.

Duties and Responsibilities

Reporting directly to the NERAP Team Leader, the Procurement Specialist will perform the following responsibilities:

- Ensure full compliance of NERAP procurement activities against UNOPS rules, regulations, and policies and strategies; elaborate on effective internal control procedures, as well as design and maintain a client-oriented procurement management system;
- Creation and implementation of cost-saving and reduction strategies;

- Conceptualization and implementation of contract strategy in NERAP including tendering processes and evaluation, contractor appraisal, evaluation and negotiation of offers, contract and contractor management, legal considerations and payment conditions;
- Timely and proper preparation of procurement plans for NERAP, establishment of the deadlines and monitoring of their implementation;
- Establish and implement proper monitoring systems and control of procurement processes including organization of RFQ, ITB or RFP, receipt and evaluation of quotations, bids or proposals, negotiation of certain conditions of contracts in full compliance with UNOPS rules and regulation;
- Preparation of submissions to UNOPS Headquarters Contract and Property Committee (HQCP);
- Provide procurement support during project preparation; and project implementation (including prior and post reviews of all procurement documents and decisions) for NERAP;
- Assist in procurement capacity building activities;
- Design and conduct workshops to educate national procurement staff of NERAP and Ministries on UNOPS and World Bank procurement procedures/regulations and approach to procurement as well as on specialized procurement topics;
- Provide advice to end-users to improve quality of requests; issue invitations to bid, RFPs/RFQs, as appropriate; evaluate offers for compliance with requirements in ITB/RFP;
- Prepare a range of procurement-related forms, documents (short-lists, PRAC submissions, Purchase Orders/Service Contract and Amendments) and reports ensuring that all specifications, terms and conditions are according to UNOPS, UN and World Bank standards;
- Maintain effective liaison with contractors/suppliers to ensure timely delivery. Liaise with end-users, contractors and suppliers on quality deficiencies and on appropriateness of goods;
- Evaluate contractors'/ suppliers' claims pertaining to outstanding contracts/procurement actions; subsequent endorsement of invoices in accordance with UNOPS and UN Financial Rules and Regulations;
- Work on procurement matters in specific sectors with program and ministry staff in the performance of UNOPS and World Bank procurement policies and regulations, seeking guidance on complex issues from senior procurement staff;
- Work across project, responsible for reviewing and handling of the technical, commercial and legal aspects of procurement (with necessary consultations) at all stages of the project cycle;
- Provide operational advice to project and ministry staff on concepts, policies and procedures for international and local procurement;
- Assess procurement implications of project, evaluate institutional capacity and develop suitable procurement plans in coordination with the Team Leader;
- Negotiate and resolve difficult procurement issues with project and ministries and handle questions/complaints from senior officials and contractors on bidding and award issues in the project;
- Assist in the development of specifications based on end-user requirements and prepare shortlists based on investigation of markets as well as policy considerations to the project; and
- Perform other duties as may be assigned.

Required Selection Criteria

Competencies

- Demonstrated ability to lead and train national staff in procurement and contract management activities;
- Ability to work independently and under pressure;
- Judgment and tact in handling the most sensitive, diverse and confidential matters;
- Ability to deal sensitively in a multi-cultural environment and build effective business relationships with clients and colleagues;
- Excellent interpersonal and organizational skills;
- Demonstrated analytical clarity, problem-solving skills and negotiating skills with ability to balance project objectives and procurement requirements with clients' needs in discussing and resolving sensitive and difficult issues;
- Knowledge of UNOPS/UN and preferably World Bank procurement and financial rules, regulations, policies, procedures and practices;
- Excellent computer skills;
- Ability to establish priorities and to plan, coordinate and monitor own work plan;

- Ability and willingness to work and travel in difficult conditions; and
- Proven ability to work under pressure and to meet deadlines.

Education/Experience/Language

- Advanced University Degree in Business Administration, Public Administration, Civil Engineering or related field. A First Level University Degree with a relevant combination of academic qualifications and 2 years of additional work experience may be accepted in lieu of the Advanced University Degree.
- Minimum 7 years of relevant work experience in procurement of civil and infrastructure projects.
- Knowledge of UN and WB Procurement rules and policies highly advantageous.
- Previous work in Afghanistan or similar post-conflict environments an asset. and
- Fluent in both written and oral English. Working knowledge of Dari, Pashtu or other regional languages is an advantage.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest and an updated United Nations Personal History Form (P.11) via e-mail to emo.agoc.vacint@unops.org

Email applications must include the Vacancy Code and the Post Title in the subject line when applying.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.