

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Contracting Assistant**
Vacancy Number : **SVN/IOM/065/2017**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Staff, Grade G7**
Type of Appointment : **Short term, six (6) months with possibility of extension**
Organizational Unit : **Somalia Stabilization Initiatives**
Direct Supervision : **Procurement and Logistics Officer**
Overall Supervision : **Chief of Party - SSI**
Estimated Start Date : **As soon as possible**
Closing Date : **21st July 2017**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The OTI funded SSI project in Somalia is primarily a community-based, small grants initiative implemented in close coordination with the donor, with communities in priority areas, and with all levels of Government, particularly newly formed District Administrations and regional state institutions. The overall objective of the program is to support the political transition of Somalia towards a functioning and stabilized Federal State through activities that promote good governance, consolidation of the federal structure, and a receptive environment to respond to emerging political contingencies;

Under the overall supervision of the SSI Chief of Party and the direct supervision of the Procurement Officer, the successful candidate will be responsible for managing and administering all tender works and manage contracts for all activities funded by the Office of Transition Initiatives (OTI) in South West and Juba Land Regional Administration in Somalia in Phase 1 and in Galmudug Regional Administration in the second phase, in accordance with IOM's regulations, rules and procedures.

Core Functions / Responsibilities:

1. Review all prospective grant ideas and approved grants and, in consultation with program team and Engineers in case of rehabilitation works, develop the content of the contract specific to the project using IOM pre-approved templates;
2. Manage effectively, in collaboration with all stakeholders (programme, partners, suppliers, finance) all contracts of services, goods and works to provide administrative support to the implementation of SSI program;
3. In line with agreed policies and procedures, develop bid packages, solicit contractors and/or others, moderate tender meetings including openings, coordinate site visits and prequalification visits, and undertake all other activities relating to bidding and contracting;
4. Prepare the tender documents to be advertised in all fields for all works, services and goods after the grant is green lit, and review requisitions to determine proper specification/item description are included in solicitation document;
5. Ensure adequate mechanisms exist to track contractual status of each project and that adequate records are collected prior to payment;
6. Conduct the review of all the tenders and proposals, prepare and attend bid openings and bid evaluation meetings and prepare the bid analysis summary (BAS) for projects;
7. Coordinate with SSI Engineers and contracted Engineering Firms the development and review of the architectural and structural drawings as well as bills of quantities, material specifications lists, and other technical documentation relating to infrastructure programming within the fields;
8. Coordinate, in consultation with program focal point and other units, the review of the project proposals for all required services as well as budgets, materials, and other related documentation;
9. In coordination with the relevant program focal points, draft services contracts for the recommended vendor with detailed scopes of work, payment schedule, deliverables and completion time, etc. for signature. And obtain necessary approvals from Leg;
10. Ensure proper contracting processes and fulfilment in accordance with organizational policies, legal requirements, and customer specifications;
11. Frequently convene meetings with contractors to allow ample opportunity for the identification and early resolution of potential issues or challenges;
12. In coordination with all relevant units, negotiate contracts or agreements with contractors, and assist the technical advisor;
13. Track all projects cost and financial expenditure and insure all payments are done on a timely manner;
14. Deputize Head of Logistics / Procurement Unit in his duties during leaves including supervising SSI Procurement and Logistics teams within the area of responsibility;
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in law or an equivalent combination of training and experience.
- Thorough knowledge of United States Agency for International Development (USAID) programming and standard requirements;
- High level of computer literacy /Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), internet and Email;

Experience

- A minimum of Five (5) years' experience in procurement, with at least two years' experience in preparation of tenders and contracts;
- Previous experience with a stabilization project in Somalia is an asset;
- Experience in working in post conflict environments, preferably in Somalia;
- Ability to supervise, direct, coach and mentor staff, with a drive for results and effective resource management skills;
- Excellent communication and negotiation skills, understanding of complex social-political environments, ability to work under extreme pressure, in difficult conditions while maintaining security awareness;
- Flexibility and focus on processes and their improvements, ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Stamina, determination, commitment and adaptability in the workplace are required. Excellent communication, written and verbal Somali and English language skills essential;
- IOM functional competencies: effective communicator with a wide range of actors and partners, successful negotiator, cross cultural facilitator and active learner.

Languages

Fluency in **English** and **Somali** is an advantage.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates should submit CV and a cover letter indicating the **Vacancy Notice Number (SVN No)** with three professional referees and their contacts (both email and telephone) to: recruitmentsomalia@iom.int.

Closing Date: 21st July 2017.

Only shortlisted candidates will be contacted. Women are encouraged to apply.

Posting period: From 07.07.2017 to 21.07.2017