**Title:** Contracting Officer  
**Domain:** Finance and Administrative Platform  
**Grade:** NO-C  
**Organizational Unit:** UNESCO Offices for Iraq and Amman  
**Primary Location:** Amman - Jordan  
**Type of Contract:** Project Appointment  
**Position No.:** 5IQBFM0001PA  
**Annual Salary:** 34286 JOD  
**Duration:** One year  
**Deadline:** 25 July 2016  
**Application to be sent to:** Rio@unesco.org

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**OVERVIEW OF THE FUNCTIONS OF THE POSTITION**

The incumbent works under the direct supervision of the Chief of Finance and Administrative Platform (AO) of the UNESCO Office for Iraq and UNESCO Amman Office and the overall authority of the Director of the UNESCO Office for Iraq and the Head of UNESCO Amman Office and with overall guidance from the Bureau of Financial Management/Financial Policy & Compliance at Headquarters on matters related to Headquarters Contracts Committee. The incumbent will facilitate, in support of program delivery, procurement planning, quality assurance of technical specifications/terms of reference, processing of solicitation documents, monitoring of compliance of rules and regulations for contracts related procedures, provision of technical guidance on contracts selection processes and potential contract negotiation.

The work involves close coordination with the requesting units/programme specialists /project Officers and recipient entities as well as relevant colleagues at Headquarters.

The incumbent will carry out the following roles and responsibilities:

1) Provide policy, guidance, training and technical assistance for all contract categories, not only for procurement of goods, works or services, but also for Implementation Partnership Agreements (IPAs), financing activities contracts and other forms of contractual agreements, with special focus for high value and high risk contracts (those amounting to USD 150,000 and above which are submitted to the Contracts Committee);

2) Support programme Specialists/ project Officers in planning, developing and managing all contractual aspects of programme/projects including the identification of requirements, estimation of budgets, advice on appropriate procurement and other contracting methods and in respect of established programme or project’s procurement plans. He/she will therefore assist in designing and maintaining work programmes and schedules for on-going contracts and newly planned ones, from the initial identification of needs through monitoring until the contract finalization;

3) Review procurement and other new contract requests prepared by programme Specialists/project Officers in order to ensure completeness, correctness and adequacy to assure fair and transparent competition or comparison process, assisting in market research and providing advice where required;

4) Facilitate preparation of procurement notices, advertisements and distribution of invitations to bid or requests for proposals and follow-up on the replies; help in securing bid/proposal openings in accordance with applicable rules;

5) Participate in the evaluation team, analyze and evaluate vendors’ offers/ proposals considering various factors affecting cost, technical specifications, implementation schedules, reliability, and after-sales/completion implications.
Advise on required respective contractual documents, with particular focus on potentially non-standard contractual arrangements and review submissions for approval by the appropriate authority including Legal Affairs and/or Headquarters Contracts Committee; he/she will undertake a "compliance review" of the submissions prepared by programme Specialists/ project Officers and as certified by the certifying Officer. Where relevant, this compliance review will facilitate the debates and ensuring recommendations of the Headquarters’ Contracts Committee;

Maintain effective relations with programme Specialists/ project Officers while involving them in each step of the process in order to enhance capacities for contractual proceedings; undertake training workshops when required using training material developed by the one-stop-shop; update Office colleagues on all policy and procedural changes in the Administrative Manual; study possibilities for process efficiencies both within the Offices and interactions with Headquarters;

Maintain a tracking system and database to control the procurement and logistics activities in a way to monitor, during contract implementation, adherence to contractual agreements for services, works and goods, performance requirements and respect of delivery schedules, recommend amendments to and extensions of the contract, if necessary and advise affected parties on contractual rights and obligations, and generate necessary periodic and ad-hoc reports as required. Lessons learned and recommended improvements will need to be documented for application of future projects;

Assist the AO in managing the procurement team through:
- Monitoring relevant staff performance and conducting performance assessment according to the given procedures and related deadlines.
- Organizing and efficiently managing the workload of Unit and reporting to his/her supervisor on a regular basis on achievements and challenges with the view to identify suitable solutions.

Represent UNESCO in the UN inter-agency coordination mechanisms of the Operation Management Team (OMT) of the UNCT Jordan, attend in particular the related procurement sub-group and substantially contribute to the achievements of the set objectives, with special focus on those related to the “Delivery as One” reform process (BOS, SOP etc.) and brief on a regular basis the AO and the senior management on the progress achieved within that group;

Carry out any additional activities that may be required.

**REQUIRED QUALIFICATIONS**

**EDUCATION**
- Advanced University degree (Master level) in public procurement, business administration, finance, law, or other fields closely related to the position. A first-level university degree in combination with two additional years of qualifying senior experience may be accepted in lieu of the advanced university degree.

**WORK EXPERIENCE**
- At least five years of progressively responsible experience in procurement work.
- Experience in administrative work.
- Maintenance of local databanks;
- Proven hands-on management of procurement logistics;

**SKILLS/ COMPETENCIES**
- Solid functional competencies in planning, establishing contracts including monitoring and performance evaluation;
- Knowledge on procurement, contracts, legal obligations as they relate to project management;
- Strong analytical and problem-solving skills, as well as ability to set priorities, to interpret rules and administrative guidelines, to analyze and evaluate routine and non-routine issues;
- Knowledge ethical and behavioral expectations, service-oriented and team builder: Ability to establish good working relationships with senior management and people of different nationalities and cultural backgrounds;

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• Experience in working in a multi-skilled and multi-cultural teams;
• Excellent interpersonal communication (written and oral) skills;
• Knowledge-sharing capabilities; exercise of sound judgment and initiative; tact, high standards of integrity, discretion and confidentiality are essential;
• knowledge of commercial supply sources and of common business and industry practices;
• Technology skills to use contracting and financial management software, including MS Office software applications. Micro-computer: elaborates documents, analyses data, controls and updates system
• drafting skills in English

**LANGUAGES**

• Proficiency in Arabic language with an excellent knowledge .

**DESIRABLE QUALIFICATIONS**

**EDUCATION**

• Advanced University degree (Master level) in public procurement, business administration, finance, law, or other fields closely related to the position. A first-level university degree in combination with two additional years of qualifying senior experience may be accepted in lieu of the advanced university degree.
• Specialized courses or certificates related to Procurement.

**WORK EXPERIENCE**

• At least five years of relevant experience in the field of procurement; preferably highly-diversified procurement in complex-environment with sound background on project management methodologies and result-based management.
• wide experience in procurement in an UN agency or other international organization.

**LANGUAGES**

• Good knowledge in French language.

**BENEFITS AND ENTITLEMENTS**

UNESCO’s salaries are calculated in Jordan Dinars. Benefits include 30 days annual leave, pension plan and medical insurance. For this position, the annual remuneration in local currency will start from 34280 JOD per annum at the NO-C level Step 1 exempt from income tax; more details on the [ICSC Web site](http://www.icsc.org).

The initial appointment, which is 12 months, includes a probationary period of 6 months, and is renewable subject to satisfactory service and funding availability.

**HOW TO APPLY**

Interested candidates should complete the attached United Nations Personal History form (P.11) with a covering letter in English explaining their interest in the position and forward it electronically to the following e-mail address: rio@unesco.org

**Please indicate the position number you are applying for. Incomplete P.11s will not be processed.**

Applications can also be received via fax only if internet access is not available to apply online. A completed official UNESCO CV form (available from the UNESCO home page) should be sent to fax number: +962 6 5902350.

Interested and suitable candidates should ensure that their application is submitted on or before **25 July 2016** (midnight). **Due to the large number of applications received, only applicants short-listed for interview will be contacted.**

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**PLEASE NOTE THAT UNESCO IS A NON-SMOKING ORGANIZATION**

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