

**UNESCO CAIRO OFFICE**

**ONLY CANDIDATES RESIDENT AND ENTITLED TO WORK IN EGYPT MAY APPLY FOR THIS POST**

**Vacancy Notice No: ADM/HRM/434/16**

 **Date Issue: 01 August 2016**

 Original Published Date: 02 August 2016

 **Closing Date: 16 August 2016**

**Post Title: Procurement and Administrative Support Assistant**

**Domain: ADM**

**Post No: Service Contract/434**

**Grade: SB-2**

**Organizational Unit: UNESCO Cairo Office – AO Unit**

**Duty Station: Cairo, Egypt**

**Recruitment open to: Internal and external candidates, resident and entitled to work in Egypt**

**Type of contract: Service Contract;**

**Deadline(midnight Cairo Time) 16 August 2016**

**This post is for 6 months service contract appointment.**

OVERVIEW OF THE FUNCTIONS OF THE POST (Main Responsibilities) :

Under the overall supervision of the office Director, and the direct supervision of the Administrative Officer and the Senior Administrative Assistant in UNESCO Cairo Office, the incumbent will carry out the following tasks:

I. **Procurement and Supply Assistance to UNESCO CAI programmes:**

1. Assist in updating procurement plans including costing, scheduling and applicable procurement methods for UCO Programmes, together with the necessary internal follow up of procurement and contracting activities.
2. Draft necessary specifications and terms of reference for equipment, materials and services ensuring completeness, accuracy and compliance with quality standards and proper tendering and bidding procedures.
3. Assist the office procurement committee in soliciting and evaluating tenders in terms of overall competitiveness, quality and conformity to specified requirements and compliance with UNESCO procurement guidelines.
4. Negotiate contract terms and conditions and maintain supplier relationships.
5. Comply with and maintain knowledge of applicable rules, legislation, regulation, standards and best practice.
6. Verify receipt and inspection of deliverables and accurately report as required. Classify and code material relating to a number of subject areas and maintain general office files.
7. Facilitate the correct in handling/ out handling, storage and inventory procedures, together with updating the data in the warehouse inventory system.
8. Make arrangements for shipment and receipt of office and project supplies and equipment and household effects, including customs clearance. Maintain, update and transmit inventory records of non-expendable equipment. Maintain and monitor stock levels of various supply items.
9. Maintain roster of providers and monitor suppliers’ performance and follow-up to ensure the quality and timely delivery of goods and services.
10. Process purchase orders and contracts with timely corrective actions in terms of budget check errors and other problems.
11. Maintain proper procurement records and archives.
12. Coordinate with UN agencies and national counterparts to establish and revise common services and long-term agreements.

II. **Administrative related responsibilities**

1. Provide secretariat, administrative, logistics support to activities, seminars, meetings, conferences and regular activities of the office including prepare meeting summary reports.
2. Assist with the creation, review and delivery of documents (correspondence, memos, reports, etc.), and put in place an appropriate filing system for the same. Liaise as necessary for translation, printing, etc. Compile and maintain records of transactions and office activities; search office files and records relating to a variety of topics for information and reference; select information and records in correspondence, technical papers, projects or programme plans and general reference documents.
3. Draft routine correspondence, cables, memorandums and reports on the basis of oral instructions, previous correspondence or other available information sources in accordance with standard office procedures.
4. Assist in processing claims or invoices and other payment requests in line with relevant regulations and instructions. Maintains records of such disbursements and\balances accounts as required. Reconcile data for recurring or special reports.
5. Keep up to date the office monthly vehicle’s fuel consumption and check on daily basis the drivers log sheets and record monthly drivers’ overtime as per UNESCO rules.
6. Keep proper records of office vehicle expenses, related to maintenance, in accordance with the UNESCO Rules and regulations.
7. Monitor utility costs and liaise with utilities authorities in Egypt (water, electricity, natural gas authorities) and Telecom Egypt to resolve any pending issues and whenever required;
8. Ensure the timely dispatch of incoming pouches sent from Headquarters and ensure their collection, process and dispatch on the day of arrival in town. Prepare outgoing pouches and ensure their timely dispatch to Headquarter after coordination with all Members of the Staff. Ensure UNESCO rules and regulations on content of pouches (proper checking of dispatches as far as reference, marking and sealing are concerned) with special scrutiny of exceptionally accepted personal mail.
9. Facilitate and follow up with different Egyptian authorities with regards to securing entry visas for UNESCO visitors, mainly during UNESCO organized meetings and workshops.
10. Follow-up on the clearance of incoming shipments and exportation for outgoing shipments for the staff and for the office, together with necessary paper work and follow up with customs;
11. Keep proper records for the use of office telephones, faxes, etc. and keep up to date correspondent reimbursements related to staff private use.
12. Ensure budgetary and financial follow-up: provide regular updates on the expenditure carried out on the basis of the project documents; participation in the development of financial reports, preparation and follow-up of any budget revision requests;
13. Improve the website and relationship with the media. Disseminate work done and plan of activities through internet, newsletters, posters, blog, etc (meetings through NICE). Contribute to work collaboration via Connect-U
14. Perform any other duties or tasks as assigned by the Director and/or AO/AA.

**REQUIRED QUALIFICATIONS**

**EDUCATION:**

* University degree in business administration, humanities, accounting, economics or in another closely related field. Procurement degree/certificate is desirable.

**WORK EXPERIENCE**

* Minimum of 3 years of relevant experience in administrative, accounting, logistics, clerical work and secretarial work;

**SKILLS /COMPETENCIES/ TEAM WORK**

* Good organizational and coordination skills;
* Ability to work as part of a team, to take initiative and provide quality and timely support and services;
* Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds;
* Flexibility to adjust work schedules and priorities;
* Highly motivated, flexible and capable of working under pressures
* Solicits input by genuinely valuing others’ ideas and expertise;
* Willing to learn from others; places team agenda before personal agenda;
* Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
* Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
* Read and interpret dense and complex texts and have ability to make inferences
* Proven computer skills (MS Word, Excel, Data base systems, Outlook, etc.);

**LANGUAGES**

* Good knowledge of English and Arabic for speaking, reading, writing and drafting; Knowledge of other UN language would be an asset.

**BENEFITS AND ENTITLEMENTS**

UNESCO’s salary will be paid in local currency and start from EGP 6400 except from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation as well as medical insurance and pension plan.

**How to apply**: UNESCO staff members as well as other candidates should submit their application letter and CV (in the

UNESCO CV standard format attached) to the address CAIRO@UNESCO.ORG

Please clearly indicate in the subject line of your application message the post title and post number. Application with no such indication in the subject line or CV not provided in the UNESCO CV standard form (attached) will not be considered.