

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

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GENERIC JOB PROFILE

1. POST

Job Title: Procurement Officer

Grade: P2

Section: Procurement

Duty Station: Field Mission

2. JOB PURPOSE

To assist in the procurement of all aspects of logistical support, goods and services, which includes life cycle management, provision of mission's assets and integrated communications infrastructure system

3. MAIN DUTIES AND RESPONSIBILITIES

Within delegated authority and depending on location, the Procurement Officer may be responsible for the following duties: *(These duties are generic, and may not be performed by all Procurement Officers.)*

- Plans procurement actions for assigned projects, which typically involve the procurement of a select group of technically complex commodities or services, or for a variety of goods and services of a general nature.
- Reviews and analyzes technical specifications to ensure completeness, accuracy and competitive qualities, and identifies optional courses of action.
- Assists staff in matters regarding procurement policies and procedures, technical specifications, pricing and product/service availability, as well as appropriate substitutes or alternative options to reduce costs.
- Develops vendor pre-qualifying criteria, identifies product sources and evaluates vendor performance as regards quality, prices, delivery, equipment, etc.
- Solicits and evaluates bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.

- Compiles and presents procurement data; prepares all relevant supporting documents and recommends approval of the contract or purchase order; may authorize purchases in line with delegated authority, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the contracts committee for review and subsequent approval by the authorized official.
- Coordinates timely delivery of goods and services.
- Participates in the market and supplier research.
- Prepares a variety of reports, correspondence, and documents (e.g. purchase orders, contracts and amendments) on procurement-related matters.
- Performs other duties as assigned

4. REQUIRED COMPETENCIES

Professionalism

Knowledge of internationally recognized procurement standards and understanding of procurement techniques and practices used internationally. Knowledge of market trends and sources of supply and equipment and of procurement/contract execution and administration. Knowledge and understanding of internal procurement policies, practices and procedures. Ability to conduct research and analyze data and information to develop recommendations on procurement contracts awards. Ability to clarify and agree on terms of contracts and/or specification requirements and to apply good judgment in the context of assignments given. Demonstrates professional competence and mastery of subject matter. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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& 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.

Stakeholder Engagement

Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view; establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; identifies stakeholders’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems; keeps stakeholders informed of progress or setbacks in projects; meets timeline for delivery of products or services to stakeholder.

5. EDUCATION

A first-level university degree in business administration, public administration, commerce, engineering, law or a related field.

6. EXPERIENCE

A minimum of three years of progressively responsible experience in procurement, contract management, administration or related area.

7. LANGUAGES

Fluency in one of the official languages of the African Union.

8. GENDER MAINSTREAMING

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.