The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

### General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Ethiopia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>Economic Commission for Africa</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International UN Volunteer Expert</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
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</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Addis Ababa [ETH]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td></td>
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</tbody>
</table>

### Living Conditions

Addis Ababa is the capital of the Federal Democratic Republic of Ethiopia. The population is estimated at about 4 million or so. Addis Ababa is located in the Ethiopian highlands at an altitude of 2,500-2,700 meters. The climate is sunny and temperate, but it can be very cold at night, with freezing temperature at times. It is therefore advisable to bring warm clothing and foresee using heaters and/or log fires when necessary. Addis Ababa is the headquarters for the UN Economic Commission for Africa as well as the African Union (ex-OAU). Thus, there is a very large community of expatriates from all over the world. There are some 80 embassies/diplomatic missions. Housing is most of the time readily available and the rents are, on average, reasonable. Most foodstuffs, beverages, household goods, furniture and clothing, mostly imported from the Middle/Far East, South Africa and Europe, or local brands, can be found, although they can be expensive. Meat, fish, fresh fruits and vegetables are cheap and abundantly available.

The basic infrastructures - roads, utilities, and telecommunications - are below standard, as are medical facilities, which are still largely inadequate, although a few private clinics and hospitals provide reasonably good routine care. There are lots of tourist attractions to visit around the country, although the amenities are often poor to average. Several restaurants around the city serve local or international cuisine and there are numerous social and cultural events throughout the year organized by the international and local...
Assignment Details

Assignment Title: Procurement Officer

Organizational Context & Project Description

The Economic Commission for Africa (ECA), as one of the five United Nations regional commissions, has as a primary aim to work towards achieving Agenda 2030, as well as Agenda 2063, for the “Africa We Want”. In order to respond better to the challenges and needs of African Member States and in an effort to support implementation of both development agendas, the ECA has recently undergone substantial reforms. In this regard, the new strategic directions of the commission’s work include critical components of regional integration, notably: (i) contribute to solutions to regional and transboundary challenges and (ii) advocate for Africa’s position at the global level whilst developing regional responses.

This position is located in the Economic Commission for Africa (ECA), Division of Administration, Supply Chain Management Section (SCMS). Under the overall direction of the Chief of the Section, the UNV will assist the Chief, of Procurement and the Procurement Team in finalizing several activities in regards to high value and highly visible solicitations processes.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of Chief of Supply Chain Management or his/her designated mandated representative(s), the UN Volunteer Procurement Officer will:

- Serves as a senior procurement and contracting expert with responsibility for the world-wide procurement of a wide variety of supplies and services associated with highly complex (technically and legally) contracts and procurement activities; may lead procurement work for a segment of a central or large peace-keeping program.
- Provides technical advice on procurement activities to officials of substantive units during all phases of the procurement cycle.
- Analyzes and evaluates procurement requests and ensures appropriateness of technical specifications.
- Develops and prepares highly complex contracts for procurement of non-routine and technologically advanced commodities or long-range services; issues international tender invitations; evaluates responses to tender, and makes recommendations for finalization of purchases and award of contracts; signs procurement orders up to the authorized limit, 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.
- Develops new tactical approaches to contracts, as well as new methods for their application, based on market research.
- Contributes to development of institutional procurement policies and procedures; develops standards and criteria for the evaluation of goods, services, supplier capacity, etc.
- Maintains under constant examination production patterns in exporting countries; evaluates the productive capacities and performance of manufacturers to identify supply sources.
- Establishes approaches for negotiations and conducts or coordinates all phases of negotiations with all concerned parties, including the negotiation of disputes arising from contracts.
- May carry out consultancy missions to the field.
- Provides direction and guidance to more junior staff.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.
Qualifications/Requirements

**Required Degree Level**
Master degree or equivalent

**Education - Additional Comments**
Advanced university degree (Master’s degree or equivalent) in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Required experience**
180 months

**Experience Remark**
A minimum of 15 years in Procurement by which seven years of progressively responsible experience in a senior position in Procurement, contract management, administration or supply chain

**Language**
- English (Mandatory), Level - Fluent
- AND - French (Optional), Level - Fluent

**Area of Expertise**
- Procurement and contracting Mandatory
- Logistics and supply management Mandatory

**Area of Expertise Requirement**
At least seven years of progressively responsible experience in a senior position in Procurement, contract management, administration or supply chain

**Need Driving Licence**
No

Conditions of Service and other information

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

UN Expert Volunteer receive a monthly Expertise Differential calculated at 40% of the UN Specialist Volunteer monthly living allowance.
For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Supervision, induction and duty of care of UN Volunteers** *(Roles and Responsibilities of Host Entities)*

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics)
Application Code
ETHR001210-9133

Application procedure

* Not yet registered in the UNV Talent Pool?
Please first register your profile at https://vmam.unv.org/candidate/signup. Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?
Please first update your profile at https://vmam.unv.org/candidate/profile. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Application deadline: 06 April 2021

doa.apply_url
https://vmam.unv.org//candidate/show-doa/RVRIUjAwMTIxMA==

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.