



## VACANCY ANNOUNCEMENT

### Associate Acquisition Planning Officer, NO-B

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<b>DATE OF ISSUANCE:</b>	<b>01 December 2016</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>31 December 2016</b>
<b>DUTY STATION:</b>	<b>Multiple Duty Stations</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>MONUSCO/25/SCM/2016</b>

**This vacancy is open exclusively to the nationals of the Democratic Republic of the Congo**

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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#### Organizational setting and reporting

The positions are located within Supply Chain Management, which is headed by the Chief, Supply Chain Management and are based in Goma, DRC. The positions are within the section of Procurement and Acquisition Planning, which is headed by the Chief Procurement Officer and are within the Acquisition Planning and Central Requisitioning team. The positions report to the Head, Acquisition Planning and Central Requisitioning.

#### Responsibilities

The Associate Acquisition Planning Officer is responsible for the following duties:

##### 1. Acquisition planning

- Forecasting and acquisition planning based on actual consumption, level of stock at MONSUCO and known pipeline and demand planning from internal clients
- Monitor implementation of acquisition plans and recommend adjustments based on actual requirements in collaboration with the Service Delivery units
- Liaise regularly with procurement on upcoming needs stemming from the acquisition plan thus identifying needs early enabling procurement to take timely action
- Advise procurement section on available stocks as well as pipeline, therefore influencing the most appropriate procurement modality for each requirement
- ABC analysis for pending write-offs such that writing-off sequence can be improved and prioritized
- Supporting cleaning-up data and producing of ad hoc analyses for any topic related to supply chain management
- Build strong and productive relationships with the internal clients of the Procurement and Acquisition Planning section in order to always be abreast of upcoming new requirements and demand

## 2. Supply chain management performance measurement and analysis

- Extract data from enterprise resource planning (ERP) solutions such as UMOJA, Galileo and other relevant IT systems on supply chain management, logistics and procurement (including requisitions, procurement, assets, inventory and other relevant areas)
- Process and analyze the data ensuring data quality to produce regular KPIs overviews in graphical format
- Identify trends in the data and yield actionable recommendations from the data, e.g. initiation of alarm triggers, through continuous monitoring and tracking of Purchase Orders (POs) and approved SCs
- Create tools to automatize supply chain management performance monitoring
- Visualize data in PowerPoint and other formats using state-of-the-art visualization tools such as think cell
- Produce concise, clear, informative reports using supply chain management data, providing also clear and data-driven recommendations
- Advise and guide UN Procurement staff about usage of SAP and other IT systems
- Perform other duties as required

### Competencies

- **PROFESSIONALISM:** Knowledge of internationally recognized procurement standards and understanding of procurement techniques and practices. Knowledge of market trends and sources of supply and equipment and of procurement/contract execution and administration. Knowledge and understanding of internationally recognized 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. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. 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.
- **TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

### Qualifications

#### Education

A first-level university degree in supply chain management, procurement, logistics, business administration, engineering or a related field.

## Work Experience

A minimum of four years of progressively responsible experience in supply chain management, procurement, contract management, business administration or related area with a first University Degree Bachelors or equivalent. But a minimum of two years of work experience in related area with an Advanced University degree (Masters or equivalent) will also be accepted.

## Languages

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is an asset.

### HOW TO APPLY

1. Interested and qualified applicants should submit their applications **with cover letter** together with the United Nations Personal History form ([P-11](#)) and/or CV.
2. Submit applications by following method only:
3. **By Hand: Deliver to: MONUSCO FIELD OFFICES, MONUSCO-Kinshasa and MONUSCO-Goma (TMK and IEHQ)**
4. All applicants **MUST** indicate the MONUSCO Job Opening number for which they are applying, on the sealed envelope. e.g. **Acquisition Planning Officer, NO-B MONUSCO/25/SCM/2016**
5. **In line with the UN policy on gender balance, FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**
6. Applications received after the deadline will NOT BE ACCEPTED.
7. ONLY successful applicants will be contacted for WRITTEN SUBSTANTIVE and COMPETENCY BASED ASSESSMENTS.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.**

