



VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a Specialised Agency of the African Union and the continent's self-monitoring and peer review tool for the promoting good governance. Launched in 2003, the Mechanism is acceded to voluntarily by African states and exists to create a platform for reviewed states to improve constitutionalism and policy formulation, adoption and implementation. The mechanism establishes best practices and supports member states in monitoring compliance with established African Union standards and principles. These practices and standards are catalysts for transformative leadership needed to achieve political stability, high economic growth, sustainable development and accelerated sub-regional and continental integration. The peer review processes provide a high level platform for experience sharing and promotion of successful best practices including identifying deficiencies and assessing requirements for national capacity building.

In seeking to achieve its objectives, the African Peer Review Mechanism intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The APRM invites applicants who are citizens of AU Member States for the following post:

1. **POST**

Job Title:	Senior Procurement Officer
Level:	P3
Supervisor:	Corporate Services Manager
Directorate:	Corporate Services Division
Duty Station:	Johannesburg, South Africa

2. **JOB PURPOSE:**

Under the direct supervision of the Head of Corporate Services Division, the incumbent shall plan, organize and direct the procurement of materials and services related to the requests in the APRM Secretariat.

3. **MAJOR DUTIES AND RESPONSIBILITIES:**

- Implementation of the proceedings of the Tender Board in accordance with the African Union Procurement Guidelines;

- Making Follow-ups on the Implementation of tasks allocated by the Tender Board to the sub-committees such as the Local Tender Board, Evaluation Committee, Opening Committee and Inspection Committee;
- Take minutes and keep records of Tender Board meetings
- Follow up on the implementation of decisions made by the Tender Board;
- Function as desk officer on all Tender Board issues and develop a system of keeping archives of bid documents and other Tender Board matters;
- Prepare Tender documents in liaison with the Head of Departments in accordance with AUC regulations and internationally accepted standards and procedures;
- Prepare requests for bids for tenders not requiring the usual Tendering process on the basis;
- Produce periodic statements on the work of the Tender Board in reference to executed contracts and procurements approved;
- Make a regular update of Suppliers (Contractors) database;
- Perform any other relevant duty/ responsibility assigned by the Head Corporate Services

4. QUALIFICATIONS REQUIRED:

- University Masters' Degree in Procurement and Logistics, Management, or related fields; Membership to a professional body such as CIPS will be an added advantage.
- Experience and involvement in large, high-pressure projects requiring coordination of different stakeholders;
- Knowledge in legal/contract management, Monitoring and Evaluation, Office and project management.
- A minimum of eight years' experience in one or a combination of the above mentioned fields is required;
- Good communication skills including excellent writing and reporting ability;
- Ability to work in a multi-cultural environment; Critical analysis of work to come up with own judgment required.
- Proficiency in one of the African Union working languages. Knowledge of other AU language(s) would be an added advantage

5. PROFESSIONAL EXPERIENCE REQUIRED:

- Have at least 10 years' experience in conference servicing with at least 5 years in intergovernmental or international organizations;

6. OTHER RELEVANT SKILLS:

- Excellent interpersonal and team building skills, ability to organize and motivate others as well as work in a multi-cultural environment,
- Excellent writing and reporting skills,
- Ability to work under pressure
- Good communication and negotiating skills,
- Experience at working both independently and in team-oriented, collaborative environment is essential.

- Computer literacy and experience in working with computerized accounting systems (preferably SAP), standard spreadsheet and database programs

7. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages. Knowledge of one or several other working languages would be an added advantage.

8. AGE REQUIREMENT:

Candidates must preferably be between 30 and 50 years old.

9. TENURE OF APPOINTMENT:

The appointment will be made on a fixed term contract for a period of one (1) year, of which the first three (3) months will be considered as a probationary period. Thereafter, the contract will be for an annually subject to satisfactory performance and fund availability.

10. GENDER MAINSTREAMING:

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

11. REMUNERATION:

Indicative basic salary US\$ per annum plus other related entitlements e.g. post adjustment (57% of basic salary), housing allowance (), education allowance (75% of tuition and other related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the African Union.

12. APPLICATION PROCESS

Interested parties must submit the following:

- A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
- Comprehensive Curriculum Vitae indicating your nationality, age, and gender.
- Three (3) contactable referees who have good knowledge of the candidate's work.
- Certified copies of all academic qualifications

Applications must be sent to: recruitment@aprm-au.org, quoting the job title on the email subject line.:

Closing Date: 16 February 2017