

JMOC- Jerusalem Operations Centre , 8 Nur Ad Din St., P.O.Box 55157 Jerusalem

The United Nations Office for Project Services (UNOPS), a major provider of project management and implementation services to the United Nations System and developing countries, seeks qualified applicants for the following position:

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**Position Details**

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Post Title	<b>Procurement Officer Infrastructure Contract Specialist (POICS)</b>
Duty Station	<b>Jerusalem with regular travel to Ramallah and other areas of West Bank</b>
Working hours	<b>8 am to 5 pm, Monday to Friday, minimum or greater if project demands</b>
Duration	<b>12 months with possibility of extension</b>
Remuneration	<b>ICA level 5</b>

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**Background**

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The United Nations Office for Project Services Jerusalem Operations Centre (UNOPS JMOC) was established in East Jerusalem in late 2006. Its aim is to provide the United Nations sister agencies and the humanitarian and development sectors within the occupied Palestinian territories with professional project implementation services.

JMOC is currently engaged in the delivery of several Infrastructure projects in support of the Palestinian Authority and the people of the occupied Palestinian territories.

The POICS will report directly to the UNOPS Infrastructure Project Manager. A large proportion of the project procurement will be related to construction contracts, therefore the POICS will require extensive experience in the management of construction contracts. The POICS will be required to manage the contracts from the procurement through to substantial completion of works including procurement, contract preparation, payments, variations and dispute resolution. It is therefore expected that POICS will have extensive experience and specialist expertise in contracting in the occupied Palestinian territories backed up by qualifications in engineering or construction management.

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**Duties and Responsibilities**

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The POICS is responsible for undertaking all procurement and contracting related activities in support of the project to which s/he is assigned, as follows:

- Plan, manage and carry out procurement activities, following UNOPS Rules, procedures and regulations;
- Draft international, regional and local tenders;
- Evaluate offers and make recommendations for the finalisation of purchases and the award of contracts;
- Prepare submissions to the appropriate delegation of authority level, ensuring full compliance with requirements for relevant documentation;
- Prepare, verify and process interim payments for all contracts including construction works;

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- Prepare, verify and process variation orders for all contracts including construction works;
- Price estimations for engineering works;
- Coordinate shipping and delivery arrangements of purchased commodities and equipment;
- Manage and coordinate negotiations with all interested parties including contract disputes and claims;
- Prepare reports on procurement activity;
- Keeps abreast of changes in procurement and Asset Management module control with the implementation of Projects providing guidance and support to procurement and logistics staff as appropriate;
- Liaise with and provide support to other offices within the Region as required;
- Preparing technical specifications;
- Liaising with international clients and beneficiaries;
- Filing and maintenance of all procurement related documentation;
- Maintain asset management and inventory records;
- Perform other related duties as required

The POICS will report to the UNOPS Infrastructure Project Manager, with the technical advise of the Senior Procurement Officer.

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## Required Competencies & Knowledge

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### General competencies:

- Attention to Detail
- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing
- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook, and the Internet
- High organizational skills
- Able to work efficiently with minimal direction

### Managerial Competencies:

- Demonstrated ability to manage the production and management of all procurement documentation to a professional and accurate standard.
- Demonstrated ability to assist with motivating contractors to deliver as per contractual arrangements.
- Demonstrated ability to mentor junior project staff in the area of procurement.

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**Academic Qualifications/Experience/Language**

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**Education.**

A minimum of a Bachelor Degree in Civil Engineering or construction management from a reputable University.

United Nations training in procurement is an asset.

**Work Experience.**

5 years of procurement experience, ideally dealing with construction related bidding, contracting and contract management.

Minimum 10 years experience of civil engineering and contracting experience.

Minimum 5 years experience of working with the UN in the oPt.

Experience using Atlas would be a distinct advantage.

**Languages.**

Fluency in written and spoken English and Arabic is essential.

**Other considerations.**

Ability to travel between Jerusalem and the West Bank essential.

Current drivers license essential.

Knowledge of contractors and market place in the occupied Palestinian territories is an advantage

Qualified female candidates are strongly encouraged to apply.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at [www.unops.org](http://www.unops.org).

**To Apply:**

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 13 March 2008

**“UNOPS is an equal opportunity employer: applications from men and women will be considered equally”**