

VACANCY ANNOUNCEMENT

Issued on: 17 February 2017

ORGANIZATION	UN-Habitat Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Kabul, AFGHANISTAN; travel to other provinces may be required for programme familiarisation
LOCATION	Independent Directorate of Local Governance (IDLG) Deputy Ministry of Municipalities (DMM)
FUNCTIONAL TITLE:	Procurement and Finance Advisor (International post)
PROJECT	Citizens' Charter Afghanistan Program (CCAP)
GRADE:	I-ICA 2 (P- 3 Equivalent)
POST DURATION & START DATE:	15 months March 2017
SUPERVISOR	Close coordination with Overall National Team Leader, under direct supervision Country Program Manager
CLOSING DATE:	3 March 2017

I. Background:

The Citizens' Charter Afghanistan Program (CCAP) is a Government Program that aims to provide basic services to all citizens of Afghanistan over the next 10 years. The Government will provide the resources and support to construct or rehabilitate infrastructure and provide the most important services – drinking water, health, education, electricity, water systems and roads. CCAP is a national program, implemented by Deputy Ministry for Municipalities (DMM), Kabul Municipality, and other municipalities financed through on-budget mechanisms. UN-Habitat Afghanistan will support and oversee the design and implementation of the urban component of the program; 'Citizens' Charter in Cities'.

The expected overall impact is: *"strengthened local governance and economic development in Afghanistan's major cities"*.

Citizens' Charter in Cities Program has the following five core components:

1. Citizen empowerment through CDCs and Gozar Assemblies;
2. Service delivery and neighbourhood upgrading through neighbourhood planning, block grants and community and municipal contributions
3. Sustainable municipal revenue enhancement, economic development and job creation;
4. Municipal human and institutional capacity development;
5. Improved national enabling environment and Strengthened DMM.

The Citizens' Charter aims to improve the relationship between the Government and Afghan Citizens and reduce poverty by providing basic services. By channeling resources and support, the Government will ensure the means to develop villages and cities whilst communities will lead the development process and ensure that all men, women, and children are included in development initiatives and activities. Communities will take a leading role in the planning, implementation and monitoring of projects to meet the Government's commitment to provide a minimum standard of basic services.

The Citizens' Charter in Cities Program will have four key expected results including:

- *Strengthened municipal capacity and community-based governance*
- *Improved living conditions in urban neighbourhoods*
- *Increased private sector and household investment in cities and job creation*
- *Increased sustainable municipal revenue sources to enable improved service delivery*

An overarching principle of the Citizen's Charter is the inclusion of vulnerable groups including refugee returnees, IDPs, female headed households, ethnic/cultural minorities, the disabled and others.

A Procurement and Finance Advisor (International) with expertise in Financial and Procurement management is required to assist the Country Program Manager in the achievement of all program outcomes by providing effective technical assistance and capacity development support to government and program partners.

II. Roles/Responsibilities Expected for the Position:

The Procurement and Finance Advisor under the direct supervision of the Country Program Manager will be responsible for:

1. Ensure elaboration and implementation of operational strategies focusing on achievement of the following results:

- Establishment of internal Procurement Manual/Standard Operating Procedures (SOPs) for CCAP;
- Establishment of procurement processes, internal control mechanism and workflow for CCAP in collaboration with IDLG;
- Full compliance of procurement activities with World Bank rules and regulations, policies and strategies as well as implementation of effective internal control and procurement management system;
- Analysis of all procurement requirements for goods and services for all departments and regional offices and monitoring their implementation;
- Synthesis of proposals and implementation of contract strategy for the program in accordance with the Government Procurement Law and WB under IDLG including tendering process and evaluation, contract appraisals, managing the contract and contractor, legal considerations, payment conditions and risk assessment;
- Implementation of the strategic procurement for CCAP under IDLG including sourcing strategy, supplier selection and evaluation, quality management and customer relationship management;
- Establishing best adapted evaluation methodologies and evaluation criteria (to be included in solicitation documents) and to ensure equal treatment of bidders;
- Establishing the public bid opening mechanism and procedures in line with WB and government procurement law;

- Developing Procurement procedures mainly for CDCs and GAs and guidelines for evaluation.
- 2. Manage and guide procurement process under Delegation Authority of IDLG for Citizen Charter projects focusing on achievement of the following results:**
- Timely and duly preparation of procurement plans for all departments and regional offices and monitoring their implementation;
 - Implementation of proper monitoring and control procurement process including organization of all tender documents, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with Government Procurement Law and WB rules and regulations;
 - Review of all cases may receive from all departments and regional offices related to procurement, if all complain with Government Procurement Law and WB procurement rules and regulation and meet the standard;
 - Establishment of Technical Evaluation Committee in consultation with head of Procurement Unit under IDLG to provide objective and independent advice and recommendation on offers;
 - Establishment and management of contracts data base;
 - Ensure confidentiality, obviating conflicts of interest and managing evaluations in a transparent manner;
 - Support members of the Evaluation Committee to obviate the rejection of offers for minor deviations when they are unlikely to have a negative effect in project implementation;
 - Conduct procurement activities in a manner consistent with accepted professional practices following Government Procurement Law and procurement procedures as defined by the WB;
 - Conduct quarterly market surveys of regularly purchased good/services, and maintain a preferred vendors list;
 - Implementation of the internal control system which ensures that Purchase Orders and Contracts duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems;
 - Visiting regional offices and ensure all procurement procedure followed as per Government and WB procurement rules and regulation.
 - Development of procurement and financial management systems
 - Creating of a proper mechanism and systems for assets and inventory
- 3. Ensure introduction and implementation of sourcing strategy and procurement tools focusing on achievement of the following results:**
- Development and management of the roster of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms;
 - Establishment and management of e-procurement module.
- 4. Ensure facilitation of knowledge building and knowledge sharing in the PIU and PMUs offices focusing on achievement of the following results:**
- Organization of trainings for operations/program staff on procurement for Citizen Charter Project in Kabul and Regional Offices;
 - Capacity building of procurement and logistics staff in Kabul and Regional Offices under IDLG.
 - Working closely with IDLG-CCAP staff on procurement and financial issues.

- Organizing trainings related to procurement in Afghanistan and how to improve local market capacity.
 - Respond to audit query and implement audit recommendations.
 - Develop guidelines for procurement activities in the light of Government Procurement Law and WB procurement procedure.
 - Maintain monthly procurement activity report to the IDLG and senior management.
 - Synthesis of lesson learned and best practices in Procurement.
- 5. Ensure elaboration and implementation of Financial Management focusing on achievement of the following results:**
- Develop appropriate financial and accounting systems to meet the requirements of Government law and WB rules and regulations;
 - Develop guidelines for Financial activities in the light of Government Financial Law and WB procurement procedure;
 - Monitor financial disbursements and all administrative procedures in line with IDLG and The World Bank requirements;
 - Provide orientation and on the job training to upgrade performance skills of the project staff at central and district level on all project related financial systems such as disbursement and procurement process as per the World Bank procedures and guidelines;
 - Visit regional offices and ensure that all financial procedures are followed as per Government and WB financial rules and regulation;
 - Respond to audit query and implement audit recommendations;
 - Establish proper financial management systems of IDLG and CDCs;
 - Organizing training on financial management;
 - Proper dealing with day to day finance management processes, as well as achievement of long term objectives;
 - Preparation of actual operative field budgets in coordination with the program managers in field offices for the various projects implemented in the field.
- 6. Manage project budget, focusing on achievement of the following results:**
- Responsible for overall budget proposals and budget revisions as per requirement of the program and the concerned donor.
 - Day to day monitor of the project budget and advising related project managers on the status.
 - Monitor/control of those field budgets against their expenses and preparation of period financial reports and variance analysis to the program/project manager.
- 7. Perform any other duties and responsibilities which are within the expertise and experience as may be required by Senior Human Settlements Officer, ROAP or Country Program Manager in support of the activities of the agency and program.**

III. Qualification and Experience Requirements:

Corporate Competencies:

- Promote UN's values and ethical standards (tolerance, integrity, respect, results orientation, impartiality);
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Excellent coordination and implementation skills;
- Ability to quickly build effective working relationships with fellow advisors, colleagues and Afghan government officials;
- Ability to analyse complex situations and problems and identify and implement effective solutions;
- Ability to multi-task and meet multiple challenging and competing deadlines;
- Ability to work independently and as part of a team;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Knowledge Management and Learning

- Demonstrates professional competence and mastery of subject matter;
- Promote knowledge management in IDLG/DMM and a learning environment in the office through leadership and personal example;
- Actively work towards continuing personal learning and development in one or more practice areas, act on learning plans and apply newly acquired skills.

Management and Leadership

- Build strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approach work with energy and a positive, constructive attitude;
- Demonstrate good oral and written communication skills;
- Demonstrate openness to change and ability to manage complexities.

Education:

Advanced university degree (Masters or equivalent) in Business Administration, Procurement, and Accounting, Project Management or related area. A first university degree with combination of two years professional and academic qualifications may be accepted in lieu of the advanced degree.

Work Experience:

Minimum of 5 years of progressively responsible experience in program management, administration and procurement and financial and management or related area. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations. Prior experience with **(a) World Bank procurement, (b) Afghanistan Government fiscal management, (c) a minimum of 2 years of international work experience (outside of country of birth or permanent residency) in procurement/ finance/ both in reputed NGOs/ governments/ donor agencies, (d) UN funds and programs on various operational modalities are strong added asset and desirable.**

Language and Communication Skills:

Fluency in written and spoken English is required. Knowledge of another UN language and/or Dari/ Pashto would be an advantage.

International Travel (Home – Kabul):

The cost of a return economy class air-ticket from the place of recruitment on least-cost, and visa fee will be reimbursed upon submission of travel claim together with the supporting documents including copy of e-ticket, receipts and used boarding passes. Three quotations from reputable travel agents shall be submitted for UN-Habitat's clearance prior to purchase of tickets.

Local Transportation:

Such as vehicle arrangements to provinces will be covered by UN-Habitat.

Travel Advice/Requirements:

The Procurement and Finance Advisor must abide by all UN security instructions. Upon arrival he/she must attend a security briefing provided by UNDSS. He/she should undertake Basic and Advanced Security Training as prescribed by UNDSS. Regular missions will be undertaken for which UNDSS authorisation must be sought.

Reporting Arrangements:

Procurement and Finance Advisor shall report to the Country Programme Manager with close coordination with Overall National Team Leader in Afghanistan.

Applications should include:

Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website: www.fukuoka.unhabitat.org

- Cover memo or motivation letter for the position (maximum 1 page).
- Full resume, indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)

All applications should be submitted to:

UN-Habitat Regional Office for Asia and the Pacific

ACROS Fukuoka, 8th Floor

1-1-1 Tenjin Chuo-ku, Fukuoka, 810-0001 Japan

habitat.fukuoka@unhabitat.org

Please indicate the Post Title: “**22. Procurement and Finance Advisor**” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for applications: 3 March 2017