

Terms of Reference

SENIOR PROCUREMENT AND CONTRACTING OFFICER ASSISTANT

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international standards for democratic elections and national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits it to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at www.osce.org/odihr.

The Senior Assistant to the Procurement and Contracting Officer (PCO) for the mission assists the PCO and reports directly to her/him.

Main Tasks and Responsibilities:

Procurement

- Support the PCO by providing useful information on local market conditions;
- Under the supervision of the PCO, identify service and equipment providers, in accordance with OSCE procedures and arrange necessary meetings with them;
- Assist the PCO in preparing documents for requests for quotes (RFQs), requests for proposals (RfPs) and invitation to bids (ITBs);
- Interpret in meetings and negotiations with suppliers and translate correspondence and documentation related to procurement to/from English;
- Compile and maintain a list or database of all mission contacts relevant to procurement;
- Under supervision of the PCO, compile procurement files in hard and soft copies;
- Keep a record of purchases of all non-consumables;
- Assist the PCO in preparing and maintaining local financial and tax documents related to procurement;
- Assist with effective assets management in accordance with OSCE procedures and proper disposal of assets at the close of mission, in close co-ordination with Operations Team;
- Assist in communication with suppliers for contract closures (pre-notification and/or cancellation when required, clearance of final invoices);
- Perform any other procurement, financial and administrative tasks as required to support the activity of the mission, in co-operation with the PCO;
- In co-operation with the Senior Operations Expert Assistant, assist in packing and unpacking of physical assets received from ODIHR HQ or rented/purchased locally; and
- Perform other duties as required.

Human Resources

On request of and under supervision of PCO

- Provide useful information on local labour market conditions and prevailing practices;
- Prepare information packages on long-listing candidates for interview boards;
- Organize and set up interview meetings with candidates for the Core Team support staff positions according to the schedule;
- Assist in preparation of Daily Contracts for national support staff. Provide written translation into local language if necessary;
- Assist in compiling documents necessary for finalizing employment contracts and provide the package of scanned documents to PCO and Finance Officer;
- Assist in compiling and maintaining Excel data roster of all support staff hired on daily contracts, detailing the name of contracted staff, position/grade and exact dates of contracts, including any extensions or terminations and the reasons thereof.
- Ensure that any human resources-related documentation, such as termination notices, justifications received, or complaints, should be filed in a hard copy file.

Finance

On request of and under supervision of PCO and in close co-ordination with the Mission Finance Officer:

- Perform calculation of private telephone calls;
- Provide written translations into English of business contracts and financial documentation;
- Assist in scanning and maintaining financial and personnel documents in the relevant filing systems;
- Prepare VAT claim forms; and
- Perform other duties as required.

Requirements:

- Completed secondary education. Additional courses or training in Law, Customs, business administration, material management, logistics management, economic sciences or related field, or equivalent educational degree in mentioned fields is an asset;
- Six years of relevant experience in purchasing, contracting, sales, logistics or project support at the national level. Experience with international organizations is an asset;
- Clear awareness and understanding of local market and economic environment in the country;
- Understanding of local taxation and export/import regulations and procedures is desirable strong asset;
- Excellent oral and written communication skills in English and the local language;
- Good computer skills;
- Flexibility and problem-solving attitude;
- Good organizational skills;
- Ability to work long or irregular hours at short notice and under pressure;
- Ability and willingness to work as a member of a team; and
- Demonstrated ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

Deliverables:

- Market research on local providers of services and equipment for the mission;
- Schedule of meetings with local providers;
- Translation, including written translation, and interpretation;
- Database of contacts relevant for procurement area, with relevant evaluations included
- Procurement files in hard and soft copies, including financial and tax documents;
- Record of purchases of all non-consumables;
- Calculation of private telephone calls and other reconciliations;
- VAT claim forms;
- Personnel File in Soft and Hard copies;
- Interview packages for interview boards, if applicable;
- Schedule of recruitment interviews if applicable;
- Database of candidates and support staff, if applicable;