

Posting Title : PROCUREMENT OFFICER, P4
Job Code Title : PROCUREMENT OFFICER
Department/ Office : Department of Operational Support
Location : ENTEBBE
Posting Period : 28 January 2022-13 March 2022
Job Opening number : 21-PRO-DOS-168644-R-ENTEBBE (O)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The position is located in the Global Procurement Support Section (GPSS), Procurement Division (PD), Office of Supply Chain Management (OSCM), Department of Operational Support (DOS) in Entebbe, Uganda.

The Department of Operational Support was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including other departments, offices-away-from headquarters, field missions, and regional commissions. The Office of Supply Chain Management includes the Office of the Assistant Secretary-General for Supply Chain Management, the Logistics Division, the Procurement Division, the Uniformed Capabilities Support Division, Global Support Centre and the Enabling and Outreach Service.

The mandate of the Procurement Division is to provide responsive, effective, and quality expert procurement services and business advice to United Nations (UN) Headquarters, field missions, and other UN organizations, while achieving best value for money, ensuring a competitive, fair and transparent process in accordance with established regulations, rules and procedures.

The incumbent will report to the Chief of GPSS. The post is based in GPSS located in Entebbe, Uganda.

Responsibilities

Within the limits of delegated authority, the Procurement Officer will be responsible for the following duties:

- Serves as a senior procurement and contracting expert with responsibility for the world-wide procurement of a wide variety of supplies and services associated with highly complex (technically and legally) contracts and procurement activities; may lead procurement work for a segment of a central or large field operations.
- Provides technical advice on procurement activities to officials of substantive units during all phases of the procurement cycle.
- Analyzes and evaluates procurement requests and ensures appropriateness of technical specifications.
- Develops and prepares highly complex contracts for procurement of non-routine and technologically advanced commodities or long-range services; issues international tender invitations; evaluates responses to tender, and makes recommendations for finalization of purchases and award of contracts; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Develops new tactical approaches to contracts, as well as new methods for their application, based on market research.
- Contributes to development of category management strategy for the UN, institutional procurement policies and procedures; develops standards and criteria for the evaluation of goods, services, supplier capacity, etc.
- Maintains under constant examination production patterns in exporting countries; evaluates the productive capacities and performance of manufacturers to identify supply sources.
- Establishes approaches for negotiations and conducts or coordinates all phases of negotiations with all concerned parties, including the negotiation of disputes arising from contracts.
- May carry out consultancy missions to the field.
- Provides direction and guidance to more junior staff.

Competencies

- Professionalism:** Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for highly complex and technologically advanced goods and services. Knowledge of contract law and expertise in handling complex procurement and contract issues. Knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of complex and/or sensitive issues/problems. Ability to develop procurement policies, procedures and new programmes. 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.

- Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

Advanced university degree (Master's degree or equivalent degree) in business administration, public administration, commerce, engineering, law or a related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Professional certification in supply chain such as Chartered Institute of Purchasing and Supply certification (CIPS Level 4) or equivalent is desirable.

Job Specific Qualifications

Professional certification in supply chain such as Chartered Institute of Purchasing and Supply certification (CIPS Level 4) or equivalent

Work Experience

A minimum of seven years of progressively responsible experience in procurement, contract management, contract administration or logistics and supply chain management or related area is required.

A minimum of two years of experience in conducting international tender exercises during the last five years is desirable.

Experience in public sector procurement or related administrative processes and procedures is desirable.

Experience in the use of procurement information systems such as SAP is desirable.

Experience working in procurement process and procedures in support of a field operation (inclusive of peacekeeping operations, special political missions, agencies funds and programmes), or other similar international organization is desirable.

Experience supervising a team is desirable.

Experience in developing strategy for category management is desirable.

Experience in sourcing, cleaning and preparing data, selection and developing visualization/metrics in transportation, procurement, and/or supply chain management that enable easy communication/interpretation by the users is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Pursuant to section 7.11 of ST/AE2012/2/Rev. 1, candidates recruited through the young professionals programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position.

Staff members are not eligible to apply for the current temporary job opening if they are unable to serve the specified duration of temporary need before reaching the mandatory age of separation. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might

reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

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

