

Posting Title : PROCUREMENT ASSISTANT, G5  
Job Code Title : PROCUREMENT ASSISTANT  
Department/ Office : Department of Operational Support  
Location : ENTEBBE  
Posting Period : 13 February 2024-13 March 2024  
Job Opening number : 24-PRO-DOS-227612-R-ENTEBBE (O)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

This 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 Procurement Officer/Team Leader of GPSS. The post is based in GPSS located in Entebbe, Uganda.

### **Responsibilities**

Within delegated authority, the Procurement Assistant will be responsible for the following

duties:

- Provides procurement, logistical and administrative support to a team of Procurement Officers in the acquisition of a wide variety of goods and services.
- Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; determines the availability of vendors and funding sources.
- Monitors status of existing requisitions/ shopping-carts, maintains contact with suppliers to ensure timely delivery of goods and services, coordinates shipment of goods/commodities/equipment to HQ and field missions, verifies receipt and inspection of deliverables and accurately reports, as and if required.
- Produces tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of requirements and cost of procurement involved.
- Prepares abstracts of offers and compiles data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of Procurement Officers.
- Finalizes purchase orders and contracts for approval by the Procurement Officer; may authorize purchases in line with delegated signature authority, and, if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official.
- Assists relevant officers in more complex, higher value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.
- Maintains relevant internal databases and files; keeps track of any contractual agreements, systems contracts, etc. and informs affected users of contractual rights and obligations.
- Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market.
- Drafts routine correspondence.
- Performs other duties as assigned.

## **Competencies**

Professionalism:

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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

**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**

High school diploma or equivalent.

**Job Specific Qualifications**

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

**Work Experience**

A minimum of five (5) years of progressively responsible experience in procurement, administrative services or related area is required. The minimum years of relevant experience is reduced to three (3) for candidates who possess a first level degree or higher.

Hands-on experience in supporting tender exercises for the procurement of various goods and services is desirable.

Experience in category management is desirable.

Experience working with Enterprise Resource Planning (ERP) systems such as SAP or similar system, and/or working with E-Tendering systems such as Ariba or similar system 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 oral and written English is required. Knowledge of another official United Nations language is desirable.

## **Assessment**

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

## **Special Notice**

- This position is funded for an initial period of one year by the Support Account for Peacekeeping Operations.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

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.

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

An impeccable record for integrity and professional ethical standards is essential.

### **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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help"

tile 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.