

Posting Title : PROCUREMENT ASSISTANT, FS5
Job Code Title : PROCUREMENT ASSISTANT
Department/ Office : Department of Operational Support
Location : ENTEBBE
Posting Period : 10 February 2024-16 February 2024
Job Opening number : 24-PRO-DOS-227824-J-ENTEBBE (O)
Staffing Exercise : N/A

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

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).

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 encompasses the Office of the Assistant Secretary-General, the Logistics Division, the Procurement Division, the Uniformed Capabilities Support Division, Global Service Centre, Enabling and Outreach Service and the Aviation Safety Section. 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 a Team Leader, under the overall supervision of Chief, Global Procurement Support Section. The post is based in GPSS located in Entebbe, Uganda.

Responsibilities

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

- Review, record and prioritize purchasing requests, obtain additional information and/ or documentation as required, provide assistance to requisitioners in preparing scope of work and specifications of goods and services and how to develop the Source Selection Plan in order to ensure the implementation of Best Value for Money principle.
- Prepare and finalize Source Selection Plan.
- Research the market. Identify and recommend sources of procurement; post tender requirement in the UN Procurement Division website for Request for Proposals (RFPs) and Invitations to Bid (ITBs.)
- Produce tender documents (e.g. Invitation to bids, Request for Proposals and Request for Quotations) based on the nature of the requirements and cost of procurement involved.
- Submit upon initial screening technical proposals to the requisitioners or the Technical Evaluation Committee (TEC) for technical evaluation and follow up with them to expedite the process of technical evaluation.
- Review technical evaluations received from requisitioning offices.
- Prepare and analyze abstracts of offers and compile data contained in quotations, proposals and bids to determine which vendor could deliver the required goods/services at the best terms and lowest costs possible.
- Prepare presentations for review and clearance by CPU and present to Local Committee on Contracts LCC and/or Headquarters Committee on Contracts (HCC) in respect of all proposed contract awards exceeding the Procurement unit's authority and obtain recommendation for approval from the Contracts Committee (LCC and/or HCC).
- Assist relevant officers in more complex, higher value purchasing operations.
- Draft Service/Project Contracts, Lease Agreements, Blanket Purchase Agreements (BPAs), Amendment to the Contract and BPAs, Prepare Statement of Awards; ensure that Contracts/BPAs are timely renewed.
- Resolve issues/problems related to delivered goods I rendered services, including discrepancies between contracts/purchase orders and articles received; prepare, sign and return to vendor forms for unacceptable services and/or goods received.
- Review and evaluate the performance of vendors and contractors; identify any shortcomings; initiate appropriate recommendations to the Vendor Review Committee for suspension and/ or exclusion of those who fail to perform satisfactorily from any further business with the Field Mission.
- Monitor POs and contracts including follow up actions and follow up for timely delivery of goods and services; raise Change Order if required.
- Liaise permanently with the rest of the Procurement Sections/Units in order to ensure that contracts/ purchase orders are timely renewed; follow up with requisitioner for completeness and submission of vendor performance report after completion of the order / contract and take appropriate action.
- Maintain relevant internal database and files, keep track of any contractual agreements and inform respective contract management officials and end users of contractual rights and obligations, monitor deadlines (e.g. delivery dates, expiry dates, renewal dates, etc.) taking appropriate and timely action to ensure timely delivery.
- Supervise, assign and review work of more junior staff.
- Perform other duties as assigned.

Competencies

Professionalism:

Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services. 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.

Planning and Organizing:

Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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 is required.

Job Specific Qualifications

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

Work Experience

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

Three consecutive years of procurement experience in conducting international tender exercises to award contracts, in the most recent eight years is required.

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

Experience in handling complex, high-value contracts specialized in various categories of supplies and services is desirable.

Experience in public sector procurement processes and procedures is desirable.

Experience in the procurement process and procedures supporting the implementation of the programmes and operations of the United Nations field missions, the United Nations Common System or other comparable international organization 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. For the position 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

- This position is temporarily available until 30 June 2024, with a possibility of an extension. If the selected candidate is an internal staff member of the UN Secretariat, the selection will

be recorded as a temporary assignment.

- While this temporary job opening may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- The expression "Internal candidates" shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. In accordance with ST/AI/1999/17 section 2.3, an SPA may only be granted to one level higher than the personal level of the staff member assigned to higher-level functions in his or her own category, whether the higher-level functions are one or several levels higher than the personal level of the staff member. Staff in the General Service and related categories temporarily placed against a post at the Professional level may receive an SPA to the P-1 or P-2 level.
- A staff member holding a temporary appointment shall be regarded as an external candidate when applying for other positions and may apply for other temporary positions at any level, subject to section 5.7 below and staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further "stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013..." Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is

recruited in the Professional and above categories on a temporary appointment and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.

- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English
 - Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply.
 - 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.
 - 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.
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- 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.

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.