



Title of Position

Job title:	Procurement Associate-National Post
Level:	GS 7
Position Number:	00071068
Location:	Juba, South Sudan
Full/Part time:	Full time
Fixed term/Temporary:	FTA
Rotational/Non Rotational:	Non Rotational
Duration:	One Year
Closing Date:	15 July 2022

The Position:

Under the guidance and supervision of the Operations Manager, the Procurement Associate ensures execution of transparent and efficient procurement services and processes in the Country Office. The Procurement Associate promotes a client-focused, quality and results-oriented approach in the Unit.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The Procurement Associate works in close collaboration with the operations, programme and projects' staff in the Country Office and UNFPA staff for resolving complex procurement-related issues and information exchange. The Procurement Associate shall supervise clerical and support staff of the Procurement Unit.

You would be responsible for:

1. Ensures **implementation of the operational strategies** focusing on achievement of the following results:

- Full compliance of procurement activities with UNFPA rules, regulations, policies and strategies; implementation of the effective internal control.



- Country Office Procurement business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in Procurement and Logistics in consultation with the direct supervisor and office management

2. Organizes procurement processes for the Country Office, NEX/DEX projects and at the request of other Agencies focusing on achievement of the following results

- Preparation of procurement plans for the office and projects and their implementation monitoring.
- Organization of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNFPA rules and regulations.
- Preparation of Purchase orders and contracts in and outside Atlas, preparation of Recurring Purchase orders for contracting of services, vendors' creation in Atlas. . Buyers profile in Atlas.
- Preparation of submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP).
- Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
- Presentation of reports on procurement in the Country Office.
- Preparation of cost-recovery bills in Atlas for the procurement services provided by UNFPA to other Agencies.
- Implementation of joint procurement processes for the UN Agencies in line with the UN reform.

3. Ensures implementation of sourcing strategy focusing on achievement of the following result:

- Development and update of the rosters of suppliers, implementation of supplier selection and evaluation.

4. Ensures proper control of Country Office Assets focusing on achievement of the following result:

- Preparation of inventory reports.
- Implementation of Inventory and physical verification control in the Country Office and projects.

5. Ensures organization of logistical services focusing on achievement of the following results:

- Organization of travel including purchase of tickets, DSA calculation, PO preparation; arrangement of shipments; vehicle maintenance; conference facilities arrangements.
- Timely conducted DSA, Travel Agencies, vehicle maintenance, hotel and conference facilities surveys.

6. Ensures facilitation of knowledge building and knowledge sharing in the Country Office focusing on achievement of the following results:

- Organization of trainings for the operations/ projects staff on Procurement.
- Synthesis of lessons learnt and best practices in Procurement.



- Sound contributions to knowledge networks and communities of practice.

7. The Procurement Associate may supervise the Procurement Assistant at the CO. Internal contacts include the Operations Manager/ Operations Specialist, the CO's administrative management team, and the CO's programme/ technical team.

8. Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:

- Secondary Education with specialized training in procurement (CIPS certification) desirable, but not required).
- University Degree in Business or Public Administration would be desirable, but it is not a requirement.

Knowledge and Experience:

- 7 years of progressively responsible administrative experience is required at the national or international level.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc)
- Advance knowledge of automated procurement systems, experience in handling of web based management systems.

Languages:

Fluency in English is required. Knowledge of Arabic is desirable.

Required Competencies

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Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,



- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,

Functional Competencies:

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering a results-based programme
- Internal and external communication and advocacy for results mobilization

Managerial Competencies (if applicable):

N/A

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

How to Apply**Link for internal candidates:**

https://estm.fa.em2.oraclecloud.com/fndSetup/faces/deeplink?objType=IRC_RECRUITING&action=ICE_JOB_DETAILS_RESP&objKey=pRequisitionNo=4548;pCalledFrom=FUSESHELL

Link for External candidates:

<https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/job/4548>

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