



External/Internal Generic Job Opening

GJO No.	MINURSO-19-GJO-004	Date of Issuance:	16-09-2019
Post Title:	Procurement Assistant	Deadline:	15-10-2019
Section:	Procurement Unit	Level:	GL-5

DUTIES AND RESPONSIBILITIES

Summary of principal functions:

These positions are located in the United Nations Mission for the Referendum in Western Sahara. The Procurement Assistant at this level usually reports to the Head of Unit or Chief Procurement Officer.

Major duties and responsibilities:

- 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 information/documentation as required; determines the availability of vendors and funding obtains additional sources.
- Monitors status of assigned 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; if required, prepares submission to the Local 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.

QUALIFICATIONS AND EXPERIENCE

Education: Minimum High school diploma.

Experience: A minimum of five (5) years of progressively experience in Procurement, Contract Management, Administrative Services or related areas.

Language: Fluency in written and spoken English is required. Knowledge of other official UN languages is highly desirable.

Other Skills: Procurement, Contract Management or Purchasing related training is an advantage.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Excellent oral and written communication skills including the ability to communicate effectively with diverse audiences on procurement-related matters and prepare a variety of written documents, contracts, reports, etc. in a clear and concise manner. Maintains a high sense of confidentiality.

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

APPLICANTS

- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications must be forwarded electronically at the email address: minurso-vacancies@un.org
- Please note that hand carried Applications, incomplete P.11s and Curriculum Vitae (CV) will not be accepted.
- Please indicate the Job Opening number you are applying for in the cover letter.
- Qualified women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

Minimum yearly salary: 190422 MAD

For Job Openings with MINURSO and the Personal History Form (P.11), please visit the following website: <https://minurso.unmissions.org/job-openings>