



We are pleased to announce the following vacancy:

VACANCY No.: VA-LACRO 001/2018
CLOSING DATE: 2 April 2018
POST TITLE: **Procurement Associate**
CATEGORY: GS-7
DUTY STATION: UNFPA LACRO Panama

1. Organizational Location

Under the guidance and direct supervision of the Operations Manager, the Procurement Associate in collaboration with the ICT Specialist and Procurement Focal point provides leadership in execution of procurement services in LACRO ensuring their effectiveness, transparency and integrity, and provides assistance to countries in the region on procurement related activities. The Procurement Associate promotes a client-focused, quality and results-oriented approach in the Unit.

The Procurement Associate works in close collaboration with the operations, programme and teams in the COs, Regional Office and UNDP HQs staff for resolving complex procurement-related issues and information delivery.

2. Job Purpose

In direct support of UNFPA's strategy to achieve the ICPD goals and SDG's ensure the effective and efficient implementation of procurement operations, through the provision of the following services:

1. Administration, execution and coordination of procurement activities in the designated countries.
2. Provision of advice and guidance to country offices and other parties on all matters related to procurement.
3. Contribute to increasing procurement capacity inside the organization as well as to key external stakeholders.

3. Major Activities/Expected Results

1- Ensures administration and implementation of the operational strategies focusing on achievement of the following results:

- Full compliance of procurement activities with UN/UNFPA rules, regulations, policies and strategies; implementation of the effective internal control, proper functioning of a client-oriented procurement management system.
- Procurement business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in Procurement and Logistics, control of the workflows in the Procurement Unit.
- Elaboration of proposals and implementation of cost saving and reduction strategies in consultation with office management.
- Provision of researched information for formulation and implementation of contract strategy and strategic procurement in the CO including tendering processes and evaluation, managing the contract and contractor, legal considerations and payment conditions, sourcing strategy, supplier selection and evaluation, quality management.

2- Organizes procurement processes for LACRO and advises COs focusing on achievement of the following results:

- Preparation of procurement plans for LACRO 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.
- Identify services and prepare LTAs to be accessed by the COs in the Region
- Preparation of Purchase orders and contracts in and outside Atlas, preparation of Recurring Purchase orders for contracting of services, vendors' creation. Buyers profile in Atlas.
- Review of procurement processes conducted by projects; submissions to the Contract Review Committees (CRC or LCRC).
- Act as a buyer for LACRO and back up for COs whenever required
- 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 researched information on procurement in the Region.
- Participate in the Organization of joint procurement processes for the UN Agencies in line with the UN reform.

3- Assistance to Country Offices in the Region focusing on the following results:

- Support COs in the large procurements related to Co-Financing Agreements with governments by liaising with PSB
- Support COs in Emergency responses in coordination with the Humanitarian Response focal point and assist in the response to the needs of affected COs including the facilitation of the approval of Fast Track Procedures
- Assist COs in the procurement of commodities in collaboration with the engagement with PSB

4- Ensures proper control of LACRO Assets focusing on achievement of the following results:

- Preparation of inventory reports.
- Implementation of Inventory and physical verification control in the CO 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 LACRO and COs focusing on achievement of the following results:
- Organization of trainings for the operations/ programme staff on Procurement.
 - Synthesis of lessons learnt and best practices in Procurement in the Region.
 - Sound contributions to knowledge networks and communities of practice.
- Perform other job related duties as assigned**

4. Work Relations

Establishes and maintains professional contacts with UNFPA staff at LACRO and country offices at all levels including with Representatives, HQ staff in various departments, Finance Branch, and with partners in other UN agencies, NGOs, government representatives at the relevant levels. Maintains daily contact with other procurement staff at PSB and sustain close contact with suppliers.

5. Job Requirements

Education:

Completed Secondary Level Education required. First level university degree in Business Administration desirable.

Knowledge and Experience:

- Seven years of relevant experience in administration, finance or office management. Procurement/Logistics experience will be an asset,
- Proficiency in current office software applications and corporate IT systems.

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
- Communicating for impact

Managerial Competencies:

- Providing strategic focus
- Engaging internal/external partners and stakeholders
- Leading, developing and empowering people/ creating a culture of performance
- Making decisions and exercising judgment

Functional Skill Set:

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking
- Supporting financial data analysis

Languages:

Fluency in English and Spanish is required.

How to Apply:

Candidates should complete a United Nations Personal History Form (P11), available at <http://lac.unfpa.org/es/vacancies> and submit to the e-mail address: vacancies.lacro@unfpa.org.

Please quote vacancy post title in the subject. The deadline for the vacancy application is: **2 April 2018**.

Will only be able to respond to those applicants in whom UNFPA has a further interest. UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life.

We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive net salary and Health insurance.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.