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## JOB POSTING DETAILS

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Posting Title:	<b>Procurement Assistant</b>
Job Code Title:	<b>Procurement Assistant</b>
Opening Number:	<b>OSESGY-2019-IC-003</b>
Department/Office:	<b>Office of the Special Envoy of the Secretary-General for Yemen</b>
Location:	<b>Sana'a, Yemen</b>
Type of Contract:	<b>Individual contract</b>
Duration of Contract:	<b>Six (6) months</b>
Posting period:	<b>15 – 24 January 2019</b>

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

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### **Special Notice:**

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email [OSESGYrecruitment@un.org](mailto:OSESGYrecruitment@un.org).

This Job Opening is *for an initial period of Six (6) months with possible extension to a maximum period of nine (9) months*. Any extension of contract is subject to availability of funds.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

### **Org .Setting And Reporting:**

This temporary Individual Contractor (IC) position is located in Procurement Section, Office of the Special Envoy of the Secretary-General for Yemen (OSESGY) in Sana'a, Yemen.

### **Responsibilities:**

- Research information on potential sources of supply in Yemen and develop internal sourcing database
- Assist local vendors with registering in the United Nations Global Marketplace (UNGM)
- Assist in distribution of solicitation documents to local vendors and ensure appropriate follow-up action
- Maintain contact with local suppliers to ensure timely delivery of goods and services and their compliance with contract terms and conditions

- Monitor the status of requisitions and keep Requisitioning Offices informed
- Assist in coordinating timely delivery of purchased goods/equipment to OSESGY field locations
- Prepare abstracts of bids and compile quotations data for review by the Supervisor
- Perform other duties as assigned by the Supervisor.

**Education:**

High school diploma or equivalent is required. Certified training in procurement or a related subject area is desirable.

**Work Experience:**

A minimum of three (03) years of experience in procurement, administrative services, or related area is required. Computer skills (MS package, Internet) are highly desirable.

**Languages:**

Fluency in English and Arabic (both oral and written) is required.

**Assessment Method:**

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

**United Nations Considerations:**

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**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.