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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Procurement Assistant, GL-5</b>
<b>Job Code Title:</b>	<b>Procurement Assistant</b>
<b>Opening Number:</b>	<b>UNMHA-2021-NJO-020</b>
<b>Department/Office:</b>	<b>United Nations Mission to Support the Hudaydah Agreement (UNMHA)</b>
<b>Location:</b>	<b>Sana'a, Yemen</b>
<b>Type of Contract:</b>	<b>Fixed-Term</b>
<b>Duration of Contract:</b>	<b>One year</b>
<b>Posting period:</b>	<b>1-15 June 2021</b>

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

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### **Special Notice:**

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

### **Org. Setting and Reporting:**

The position is located in the Procurement Unit of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Sana'a, Yemen and will report to the Chief Procurement Officer or his/her designate.

### **Responsibilities:**

The Procurement Assistant assists in the implementation of effective and efficient management and delivery of procurement of goods and services and sale activities required by the mission to fulfil its mandate and carry out the procurement work in an effective, efficient, economical and timely manner.

Within the limits of delegated authority, the incumbent will be responsible for performing the following duties:

- 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 obtains additional information/documentation as required; determines the availability of vendors and funding sources.
- Monitors status of existing requisitions, 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 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.

### **Core Competencies:**

**Professionalism:** Extensive knowledge of all purchasing and accounting techniques. Substantive knowledge of internal procurement policies, processes and procedures and extensive experience in their application for the purchase of a wide range of supplies and services. Thorough knowledge of financial rules and regulations; ability to research and gather information from a variety of external and internal sources; demonstrated ability to apply good judgment in the context of assignments given. 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.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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. A certificate of procurement or Contract management training is desirable.

**Work Experience:**

At least five (05) years of progressively responsible experience in procurement, administrative services or related area is required. Experience within the United Nations common system, handling procurement-related matters is desirable. Experience providing procurement assistance in or to a UN field operation is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

**Assessment:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based 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.