

**TRUCE SUPERVISION ORGANIZATION****JOB OPENING – INTERNAL / External**

VACANCY NUMBER:	22/02
DEADLINE FOR APPLICATION:	20/03/2022
DATE OF ISSUANCE:	21/02/2022
POST TITLE:	Senior Procurement Assistant
POST LEVEL:	G-7
POST NUMBERS:	30912104
SECTION:	SCM / Procurement Unit
DUTY STATION:	Jerusalem

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

Responsibilities

Reporting directly to the Procurement Officer, the Senior Procurement Assistant will implement the planned acquisition of the mission in accordance with the UN rules and regulations and will be responsible for but not limited to the following duties:

- Plan procurement actions for assigned projects:
 - Review, record and prioritize purchasing requests, obtain additional information and or documentation as required, provide assistance to requisitioners in preparing scope of work and specifications of goods and services and how to develop the Source Selection Plan in order to ensure the implementation of Best Value for Money principal through discussions and negotiations with sections and other clients;
 - Prepare and finalize Source Selection Plan;
 - Post tender requirement in the UNPD website for RFPs and ITBs;
 - Produce tender documents (e.g. Invitation to bids, Request for Proposals and Request for Quotations) based on the nature of the requirements and cost of procurement involved.
- Compile and present procurement data for presentations and/or report monitoring:
 - Follow up with sections to expedite the process of technical evaluation;
 - Submit upon initial screening technical proposals to the requisitioner or the TEC for technical evaluation;
 - Prepare and analyse abstracts of offers and compile data contained in quotations, proposals and bids to determine which vendor could deliver the required goods/services at the best terms and lowest costs possible;
 - Prepare presentations for review and clearance by CPU and present to Local Committee on Contracts LCC and / or HCC in respect of all proposed contract awards exceeding the Procurement unit's authority and obtain recommendation for approval from the Contracts Committee (LCC and/or HCC).
- Draft and issue Contracts; and post-award financial management:
 - Draft Service/Project Contracts, Lease Agreements, Blanket Purchase Agreements, Amendment to the Contract and BPA's, Prepare Statement of Awards, Ensure that Contracts/BPO are timely renewed;
 - Within delegated authority, approve Contracts for the purchase or rental of services; supplies; equipment or other requirement up to the delegated procurement authority.
 - Resolve issues/problems related to delivered goods / rendered services, including discrepancies between contracts/purchase orders and articles received; prepare, sign and return to vendor forms for unacceptable services and/or goods received;
 - Monitor POs and contracts including follow up actions and follow up for timely delivery of goods and services.
 - Raise Change Order if required;
 - Follow up with requisitioner for completeness and submission of vendor performance report after completion of the order / contract and take appropriate action;

- Maintain relevant internal database and files, keeps track of any contractual agreements and informs respective contract management officials and end users of contractual rights and obligations, monitor deadlines (e.g. delivery dates, expiry dates, renewal dates, etc.) taking appropriate and timely action to ensure timely delivery.
- Act as a focal point of the procurement unit/section during the absence of the Chief of Unit/Section, Procurement.
- Perform other duties as required.

Competencies

Professionalism – Knowledge of procurement policies, processes and procedures; purchasing and accounting techniques; Knowledge of financial rules and regulations and ability to research and gather information from a variety of standard sources and to apply good judgment in the context of assignments given; Shows pride in work and in achievements; 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 & Organizing – Develops clear goals that are consistent with agreed strategies. Identifies priority activities of assignments. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Uses time efficiently. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Completion of secondary education or equivalent is required. Supplementary courses or additional training in administration and procurement is highly desirable.

Professional certification in supply chain such as Chartered Institute of Purchasing and Supply certification (CIPS Level 4) or equivalent is desirable.

Work Experience

A minimum of ten years of relevant experience in procurement or related areas required.

Experience in the use of procurement information systems such as SAP is desirable.

Experience in public sector procurement or related administrative processes and procedures is required

Experience in procurement, contract management, contract administration or logistics and supply chain management or related area is desirable.

Experience in conducting public tender exercises is desirable.

Experience in the UN System or comparable international organization is desirable.

Languages

Fluency in spoken and written English is required; working knowledge of spoken and written Arabic & Hebrew is desirable.

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

Other Skills

A valid driver's license in Jerusalem is an advantage.

Assessment Method

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

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

- ***APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED***
 - ***ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED***
 - ***ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT***
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How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

The UNTSO Jobs page, <https://untsso.unmissions.org/untsso-jobs>, will include all Job Openings.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note: Any other form of application will not be accepted.**

2. Once the download is finished, complete and save your Personal History Form (P.11) and then e-mail it to the following e-mail address: untso_staffing@un.org
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge.
4. Submit a written cover-page application in addition to your completed and signed P.11 form.
5. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
6. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
7. In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
8. For **internal candidates**: Ensure that your application is scanned to untso_staffing@un.org from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
9. For **internal candidates and UN staff from agencies**: Attach your latest two Performance Reports.
10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.

United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion-based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

More information on competency-based interviews at <https://careers.un.org>

Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untso_staffing@un.org
