


UNITED NATIONS **NATIONS UNIES**
TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

JOB OPENING NUMBER:	22/014
DEADLINE FOR APPLICATION:	29 August 2022
DATE OF ISSUANCE:	16 August 2022
POST TITLE:	Procurement Assistant
POST LEVEL:	GS-6
POST NUMBERS:	30907854
SECTION:	Procurement Section
STATION:	Jerusalem

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

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

UNTSO was the first peacekeeping operation established by the Security Council, in its resolution 50 (1949), and continues to represent the commitment of the Council to assist in the implementation of the 1949 Armistice Agreements and their attendant ceasefires. In its resolution 73 (1949), the Council requested the Secretary-General to arrange for the continued service of such UNTSO personnel as might be required in observing and maintaining the ceasefire, as requested by the Council in its resolution 54 (1948), and as might be necessary in assisting the parties to the Agreements in the supervision of the application and observance of the terms of those Agreements. UNTSO is mandated to observe and maintain the unconditional ceasefires and assist the parties to the 1949 Armistice Agreements in the supervision of the application and observance of the terms of those Agreements. Its mandate derives from Security Council resolutions and decisions, including foundational resolutions 50 (1948), 54 (1948), and 73 (1949). UNTSO's activities are spread over Egypt, Israel, Jordan, Lebanon and the Syrian Arab Republic to maintain the regional liaison architecture established under the Armistice Agreements.

Responsibilities

Under the supervision and general guidance of the Procurement Officer or Chief of Section, the incumbent will perform the following functions:

- Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; provides assistance to requisitioners in preparing scope of work and specifications of goods and services; proposes product substitutions consistent with requirements to achieve cost savings; determines the availability of funding sources.
- Identifies and recommends sources of procurement, interviews potential suppliers.
- Produces tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of the 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 with due consideration to quality, delivery time, prompt payment and other discounts, transportation costs, etc.
- Enters into negotiation of terms and conditions of orders under the guidance of Procurement Officers; obtains credit and other information on proposed suppliers.
- Draft Service/Project Contracts, Lease Agreements, Blanket Purchase Agreements, Amendment to the Contract and BPO's, Prepare Statement of Awards, ensure that Contracts/BPO are timely renewed;
- Finalizes purchase orders and contracts for approval by the Procurement Officer; may authorize purchases in line with delegated signature authority, and, if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official.
- Monitor POs and contracts including follow up actions and follow up for timely delivery of goods and services.

- Resolves issues/problems related to delivered goods, including discrepancies between purchase orders and items/quantities shipped or received; prepares and signs Return to Vendor forms for unacceptable and/or damaged goods received.
- Follow up with requisitioner for completeness and submission of vendor performance report after completion of the order / contract and take appropriate action;
- Maintains relevant internal databases and files; keeps track of any contractual agreements, direct provisioning 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 a variety of correspondence.
- Supervises and assigns and reviews the work of more junior staff.
- Performs other duties as assigned.

Competencies

Professionalism – Knowledge of procurement policies, processes and procedures and of 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; 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Communication – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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.

Education

High school diploma or equivalent is required. A certificate of procurement and/or contract management training is desirable.

Professional certification in supply chain such as Chartered Institute of Purchasing and Supply certification (CIPS Level 4) or equivalent is a requirement (applicants who provide evidence that studies have already been started for completion of the programme and obtaining the CIPS Level 4 Diploma by 31 December 2022, at the latest, may be considered provided they meet all the other requirements for the position). However, preference will be given to candidates who have already completed the CIPS Level 4 diploma or equivalent at the time of applying to this job opening. Certificate of completion to be attached along with the application.

Work Experience

At least seven (07) years of progressively responsible experience in procurement, administrative services or related area.

Languages

Fluency in spoken and written English is required. Fluency in the local languages (Arabic) is essential.

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

Valid national driving license in Jerusalem is an advantage

Assessment Method

Evaluation of shortlisted candidates may include a written assessment exercise which may be followed by competency-based interview.

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. 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.

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://untso.unmissions.org/untso-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.
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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
