

## Procurement Officer (364 Days) at United Nations Office at Nairobi (UNON)

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### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); United Nations and regional organizations; provides administrative and other support services to the United Nations Environment Programme (UNEP) and the United Nations Human Settlements Programme (UN-Habitat); provides joint and common services to other organizations of the United Nations system in Kenya, as applicable; and manages and implements the programmes of administration, conference services and public information and provides security and safety services for United Nations staff and facilities in the United Nations Office at Nairobi.

### Responsibilities

Plans, develops and manages all procurement and contractual aspects of projects of significant complexity more specifically related to the major construction and renovations of buildings and infrastructure within the UN Nairobi complex and including all the aforementioned services under the direct mandate of the Facilities Management Section, such as the management, operation and major maintenance of buildings, office space, infrastructure, grounds, commercial operations and transport services under the direct mandate of the Facilities Management Section, through a worldwide procurement of diverse services and commodities (e.g. works, services, construction, facilities maintenance materials, equipment, instruments and supplies, furniture, etc.) taking into account local economic and other conditions.

Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.

Formulates strategies and designs innovative solutions to resolve issues/ conflicts for complex procurement projects and establishes and maintains the work program and schedule for ongoing contracts and newly-planned ones.

Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations. Provides technical advice on procurement activities to officials of substantive units during all phases of procurement cycle.

Establishes and maintains work program and schedule for ongoing contracts and newly planned ones.

Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.

Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of goods and services.

Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program.

Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.

Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, and ensure they are within the procurement manual guidelines.

Provides guidance to, and may supervise, new/junior staff.

Collects and analyzes data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting.

Performs any other duties as requested by the Supervisor.

## **Requirements**

### **Competencies**

**PROFESSIONALISM:** Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services; Good working knowledge of INCOTERMS and international business practices; knowledge of contract law and expertise in handling complex contract issues; knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing; ability to shape and influence agreements with requisitioning units and vendors; ability to analyze and interpret data in support of decision-making and convey resulting information to management; ability to apply technical expertise to resolve a range of issues/problems; 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; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; 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.

**ACCOUNTABILITY:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### **Education**

Advanced university degree (Master's degree or equivalent) in supply chain management, procurement, business administration, commerce, engineering, law or related fields is

required.

A first-level university degree (Bachelor's degree or equivalent) in the specified fields of studies in combination with two additional years of qualifying relevant work experience may be accepted in lieu of the advanced university degree.

### **Job – Specific Qualification**

Chartered Institute of Purchasing and Supplies (CIPS) Level 4 or equivalent professional certification is required.

### **Work Experience**

A minimum of five years of progressively responsible experience in procurement, contract management or related area is required.

At least three years of direct first hand work in procurement is required out of which one year or more must involve recent direct experience in procuring design and construction related services such as Renovations, New Build or Road Construction/Maintenance.

Experience in managing large procurement cases for goods and services in a large international organization is desirable.

Experience in procurement of building facilities and infrastructure related services is desirable.

One year experience supervising a procurement team is desirable.

Experience working with a Systems Application and Products (SAP) system or another Enterprise Resource Planning (ERP) system is desirable.

Two years or more of experience in data analytics or related area is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this post fluency in English is required. Knowledge of another official United Nations language 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.

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