

## Senior Procurement Assistant, G7- Temporary 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

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; interview 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 compile 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.

Prepares and submits LCC and HCC presentations.

Enters into negotiation of terms and conditions of orders under the guidance of Procurement Officers; obtains credit and other information on proposed suppliers.

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.

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.

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.

Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.

Assists with visualizations and updating information material such as web pages or brochures.

Signs procurement orders up to the authorized limit.

Drafts a variety of correspondence.

Supervises and assigns and reviews the work of more junior staff.

Performs other duties as assigned.

## **Requirements**

## **Competencies**

**PROFESSIONALISM:** Knowledge of procurement policies, processes and procedures and of purchasing and accounting techniques. The ability to perform analysis, modeling and interpretation of data in support of decision-making. 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.

**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.

**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 High school diploma or equivalent is required. Additional qualifications in procurement or related field is desirable.

Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Successful passing of the Administrative Support Assessment Test (ASAT) in English at the United Nations Headquarters (UNHQ), Economic Commission for Africa (ECA), Economic and Social Commission for Western Asia (ESCWA), United Nations

Office at Geneva (UNOG), United Nations Office at Vienna (UNOV), International Criminal Tribunal for Rwanda (ICTR) or International Criminal Tribunal for the former Yugoslavia (ICTY) may be accepted in lieu of the GGST. The GGST is administered to applicants when required before the administration of a written assessment and/or interview.

### **Job – Specific Qualification**

A certificate in Chartered Institute of Purchasing and Supplies (CIPS) Level 4 or equivalent professional certification is desirable.

Supplementary courses or additional training in procurement functions is desirable.

### **Work Experience**

A minimum of ten years of progressively responsible work experience in procurement or related area with at least three years of direct firsthand procurement experience on acquisition of strategic, high-value and of complex scope of goods and services from worldwide sources and for diversified clients in multiple countries is required. The minimum years of relevant experience is reduced by two years for candidates who possess a first level University degree.

Experience in managing procurement in support of a development programme with multiple thematic areas is desirable.

Experience in managing procurement in support of public, private or non-governmental entities that have national, regional or international operations is desirable.

Working knowledge and experience in Enterprise Resource Planning (ERP) system is desirable.

One (1 ) year 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 position advertised, fluency in oral and written English is required. Working knowledge of another UN language is desirable.

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