

Posting Title : PROCUREMENT ASSISTANT,G6  
Job Code Title : PROCUREMENT ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 3 September 2021-2 October 2021  
Job Opening number : 21-PRO-UNIFIL-163075-R-NAQOURA (M)  
Staffing Exercise : N/A

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

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### **Org .Setting And Reporting**

The position of Procurement Assistant is located in the United Nations Interim Force in Lebanon (UNIFIL) Naqoura, in the Supply Chain Management Section, under Acquisition Management Section. The incumbent will report to the Acquisition Planning Officer or to the Chief of Section/ Unit.

### **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, 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.
- Generates weekly, monthly, and quarterly analysis reports from Business Intelligence on consumption and utilization of budget and updates the rolling demand plan tool accordingly.
- 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.

- Process requests for PID creation prior to SC requests and supports clients with technical aspects as a LPE.
- 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.
- Assist in annual demand planning preparation, monitoring, and reporting of mission requirements based on changing priorities and emergencies. Monitor the mission acquisition demand plan, ensure is aligned with approved budget and perform acquisition planning activities, using resource planning in an optimal way to meet customer requirements.
- Performs other duties as assigned.

## **Competencies**

### **Professionalism:**

Knowledge of relevant UN rules, regulations, administrative procedures, policies and directives, and of inventory and control guidelines, directives and procedures. 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. 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.

### **Planning & 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.

### **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.

## **Work Experience**

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

Knowledge in Business Intelligence, Dashboard and Demand Acquisition Planning Tool are desirable.

A certificate of Local Process Experts (LPE) is desirable. Procurement or Contract management training is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. Fluency in English and Arabic (both oral and written) are required.

## **Assessment**

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

## **Special Notice**

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under 'attachments' of your application in Inspira.

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

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than

minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **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.