

Posting Title : PROCUREMENT ASSISTANT, G6  
Job Code Title : PROCUREMENT ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 4 November 2022-3 December 2022  
Job Opening number : 22-Procurement-UNIFIL-193797-R-NAQOURA (R)  
Staffing Exercise : N/A

---

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

---

### **Org. Setting and Reporting**

This position is located in the United Nations Interim Force in Lebanon (UNIFIL) Procurement Section's Unit 1. The incumbent usually works under the supervision of Unit Supervisor or Section Chief .

### **Responsibilities**

- Provides procurement, logistical and administrative support to a Procurement Unit in the acquisition of a wide variety of goods and services.
- Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; determines the availability of vendors and funding sources.
- Monitors status of existing requisitions, maintain contact with suppliers to ensure timely delivery of goods and services, coordinates shipment of goods/commodities/equipment to HQ and field missions, verifies receipt and inspection of deliverables and accurately reports, as and if required.
- Produces tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of 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 under the guidance of Procurement Officers.
- 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.
- Assists relevant officers in more complex, higher value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.
- Maintains relevant internal databases and files;

keeps track of any contractual agreements, systems 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. • Consistently applies appropriate policies, guidelines, procedures and processes. Effectively and timely liaises with concerned parties at all stages of the procurement process. • Drafts routine correspondence. • Performs other duties as assigned.

## **Competencies**

**Professionalism:** Knowledge of procurement policies, procedures and processes. Knowledge of financial rules and regulations and ability to research and gather information from 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. **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. **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.

## **Education**

High school diploma or equivalent is required.

## **Job Specific Qualifications**

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 seven (7) years of professional experience in procurement, contract management, contract administration or related area is required. Experience in procurement or closely related functions within the UN common system or other comparable international organization is desirable. Experience working with Enterprise Resource Planning (ERP) system (such as Umoja SAP) or similar system is desirable. Experience in a procurement office environment is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English oral and written is required.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may 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 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.