

Posting Title : ACQUISITION PLANNING OFFICER, P4 (Temporary Job Opening)
Job Code Title : ACQUISITION PLANNING OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 15 November 2023-21 November 2023
Job Opening number : 23-Logistics and Supply Chain-UNIFIL-221646-J-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This post is in the Acquisition Management Section (AMS), Supply Chain Management Service of the United Nations Interim Force in Lebanon (UNIFIL). AMS reports directly to the Chief Supply Chain Management, and is responsible for Demand Acquisition Planning and Requisition Management Unit and Contract Performance Evaluation and Reporting Unit.

Responsibilities

Within limits of delegated authority, the Chief Acquisition Management Section will be responsible for the following duties:

- Manages AMS; administers, monitors and tracks the upstream aspects of the Mission's supply chain to ensure that a continuous supply of goods and services are available to meet operational requirements, and monitors overall supply chain plans including demand and source plans in the strategic, tactical and operational time horizons.
- Oversees work plans and supervises staff; establishes priorities and sets performance goals for staff; recommends and coordinates training programs; actively engages in management of duties performance and ensures the provision of management, guidance development, training, constructive feedback, performance evaluation and appraisal, and provision of administrative support and other management functions to staff in his/her area of responsibilities; and, provides expert guidance and direction to new and/or junior staff.
- Monitors the supply chain plan and ensures that specifications / SOWs are made available and procurement action is timely initiated by raising relevant requisitions (shopping carts) for goods, services and freight.
- Coordinates with global/local integrated business planning and/or Mission Supply Chain Planning Tool oversight body regarding strategic mission objectives and mission priority projects requiring support in terms of materials and services.

Coordinates with technical sections/units their projected demand ahead of budget formulation to establish the mission's annual demand and acquisition plan based on mission priorities. • Analyses budget projections and demand plans from technical units through review of stock holdings, consumption patterns, procurement cycle times, requirements, and forecasts of internal and external customers. • Coordinates with UN Global Service Centre (UNGSC) and /or UN Headquarters regarding the submission of the mission's demand plan as input for the consolidated global acquisition plan. • Integrates and monitors the implementation of the Mission Acquisition Plan; Coordinates with UNGSC and/or counterparts in other Missions on the availability of items prior to making decision to acquire new items either for replacement or additional requirements. • Develops strategies and design innovative solutions, in coordination with Procurement Section, for implementation of the Mission Acquisition Plan, considering total value and cost of ownership (TVO/TCO) in sourcing options, including global and regional system contracts, local market and other conditions, logistics forecasting, inventory holdings, consumption patterns, supply schedules, and ongoing assessment and prioritization of operational supply chain requirements. • Serves as a senior acquisition planning expert with responsibility for the development and management of the acquisition plan of various services and commodities (e.g. information technology and communication equipment, vehicles, medical equipment and supplies, food rations, fuel, construction and building maintenance materials, office supplies, furniture and fixtures, accommodation and office equipment etc.), including demand and acquisition planning improvement initiatives and coordination of transportation requirements, service contracts requirements and maintenance plans of assigned services, taking into account different procurements methodologies, lead times and sourcing options available to the Missions. • Plans, develops, reviews, and evaluates internal controls over acquisition activities and support functions. • Provides expert advice periodically to officials of substantive and technical units on the progress of acquisition activities and detailed status of implementation of the acquisition plan, including a full range of encountered procurement and other supply chain issues, providing them with support and guidance at all stages of the procurement cycle, and oversees the preparation of the quarterly review for submission to UNGSC and UN HQ. • Interacts regularly with internal stakeholders to review changing priorities and emergencies and establishes approaches for adjustments; • Liaises as appropriate with other components of the Mission to ensure an efficient and cohesive approach to managing areas of mutual interest. • Develops, reviews, evaluates, and upgrades mission policies and procedures governing the acquisition planning and requisitioning process, Standard Operating Procedures (SOPs), guidelines and instructions governing incoterms, the procurement process, including delivery and payment. • Supports Technical Sections in the Management of critical, complex, high value contracts and maintain minimal oversight of other contracts to include monitoring of contract periods, expenditure tracking, performance monitoring and reporting through Contract Performance Reporting Tool (CPRT) and the Instant Feedback System (IFS). • Support the development and implementation of operational plans, standard operating procedures (SOPs), initiatives and projects relating to contract compliance and performance management; • Support the procurement process including providing input to statement of works/requirements, assist in the development of technical evaluation criteria and guidance during contract drafting. • Help to develop a quality assurance plan to provide a systematic method to evaluate services and products; • Resolve conflicts/performance issues arising in

cases of poor performance or non-compliance with contractual obligation by either party to the contract;• Performs other related duties as required.

Competencies

Professionalism: Demonstrated knowledge of and exposure to a substantive field of work in the areas of supply chain management, in particular acquisition planning, procurement, and logistics processes. Proven analytical skills, including ability to research, analyze data, and develop recommendations and plans as well as to review and edit the work of others. An ability to apply various United Nations rules, regulations, policies, and guidelines in work situations. Ability to develop and apply supply chain management procedures and programs. Ability to apply judgment in applying technical expertise to resolve complex and/or sensitive issues. 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 honors 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.

Managing performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

Education

An advanced university degree (Master's or Doctorate degree, or equivalent) in supply chain management, business administration/management, logistics, procurement or related fields is required. A first-level or advanced degree (Bachelor's, Master's or Doctorate degree, or equivalent) in any fields of studies with two additional years of relevant work experience may be accepted in lieu of an advanced university degree in the specified fields of studies.

Job Specific Qualifications

Certificate in Public Procurement - Chartered Institute of Procurement and Supply (CIPS) level 4 or equivalent is desirable.

Work Experience

A minimum of seven (7) years of progressively responsible and relevant experience in at least three of the following supply chain management areas: supply chain planning to include demand/source and acquisition planning; procurement; general logistics; contract management; or other related areas relevant to acquisition planning and the requisition process in an international environment are required. A minimum of three years supervisory experience in handling and managing logistic management functions in a large international organization or UN field Mission is required. Practical experience carrying out data analyses, understanding of statistical forecasting techniques and models with mathematical reasoning capability to interpret the outcomes accurately is desirable. Experience with MRP (Materials Requirements Planning), ERP (Enterprise Resource Planning), e.g., SAP ECC (ERP Central Component), or SRM (Supplier Relationship Management) in the areas of production planning, scheduling, inventory control, procurement and logistics processes an international 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

- This position is temporarily available until 30 June 2024. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not

eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. • Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. 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. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions. Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on

"Manuals" in the "Help" tile 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.