

Posting Title : PROCUREMENT ASSISTANT, FS5  
Job Code Title : PROCUREMENT ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 8 June 2023-7 July 2023  
Job Opening number : 23-PRO-UNIFIL-210851-F-NAQOURA (M)  
Staffing Exercise : N/A

---

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

---

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

This position is located within the Office of Supply Chain Management, Procurement Section, United Nations Interim Force in Lebanon, (UNIFIL), Naqoura, Lebanon. The incumbent will report to the Procurement Section Unit Supervisor and/or the Chief Procurement Officer.

### **Responsibilities**

Within delegated authority, the Procurement Assistant will be responsible for the following duties:

Plan, develop and manage all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities, (e.g. security equipment/services, medical services, pharmaceuticals, travel management services, vehicles and associated spares/consumables/services, catering services, information technology hardware and software, telecommunications services, office supplies, etc.) taking into account local economic and other conditions.

Review, record and prioritize purchasing requests, obtain additional information and/ or documentation as required, provide assistance to requisitioners in preparing scope of work and specifications of goods and services and how to develop the Source Selection Plan in order to ensure the implementation of Best Value for Money principle.

Prepare and finalize Source Selection Plan.

Research the market. Identify and recommend sources of procurement; post tender

requirement in the UN Procurement Division website for Request for Proposals (RFPs) and Invitations to Bid (ITBs.)

Produce tender documents (e.g. Invitation to bids, Request for Proposals and Request for Quotations) based on the nature of the requirements and cost of procurement involved.

Submit upon initial screening technical proposals to the requisitioners or the Technical Evaluation Committee (TEC) for technical evaluation and follow up with them to expedite the process of technical evaluation.

Prepare presentations for review and clearance by CPU and present to Local Committee on Contracts LCC and I or Headquarters Committee on Contracts (HCC) in respect of all proposed contract awards exceeding the Procurement unit's authority, and obtain recommendation for approval from the Contracts Committee (LCC and/or HCC).

Assist relevant officers in more complex, higher value purchasing operations.

Draft Service/Project Contracts, Lease Agreements, Blanket Purchase Agreements (BPAs), Amendment to the Contract and BPAs, Prepare Statement of Awards; ensure that Contracts/BPAs are timely renewed.

Resolve issues/problems related to delivered goods I rendered services, including discrepancies between contracts/purchase orders and articles received; prepare, sign and return to vendor forms for unacceptable services and/or goods received.

Review and evaluate the performance of vendors and contractors; identify any shortcomings; initiate appropriate recommendations to the Vendor Review Committee for suspension and/or exclusion of those who fail to perform satisfactorily from any further business with the Field Mission.

Monitor POs and contracts including follow up actions and follow up for timely delivery of goods and services; raise Change Order if required.

Liaise permanently with the rest of the Procurement Sections/Units in order to ensure that contracts/ purchase orders are timely renewed; follow up with requisitioner for completeness and submission of vendor performance report after completion of the order / contract and take appropriate action.

Maintain relevant internal database and files, keep track of any contractual agreements and inform respective contract management officials and end users of contractual rights and obligations, monitor deadlines (e.g. delivery dates, expiry dates, renewal dates, etc.) taking appropriate and timely action to ensure timely delivery.

Supervise, assign and review work of more junior staff.

Perform other duties as assigned.

## **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. 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.

### **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.

## **Job Specific Qualifications**

Certification from Chartered Institute of Procurement and Supply (CIPS) Level 4 or equivalent is required. If you have completed this certification, please attach a copy with your application.

## **Work Experience**

A minimum of eight (8) years of experience in procurement, contract administration, contract management or related area is required.

Experience with SAP Enterprise Resource Planning ( ERP) System or similar ERP Systems is required.

Experience in processing requirements that deal with information technology (hardware and software), telecommunications services and other Support Services requirements (e.g. Medical Services, Travel Management Services, Utilities, etc.) is desirable.

A minimum of two (2) years experience working in a high-volume, high-value procurement organization is desirable.

### **Languages**

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

### **Assessment**

Evaluation of qualified candidates may include informal interviews.

### **Special Notice**

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

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.

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.