

Posting Title : ACQUISITION PLANNING OFFICER,P4  
Job Code Title : ACQUISITION PLANNING OFFICER  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 25 August 2022-8 September 2022  
Job Opening number : 22-LOG-UNIFIL-188492-J-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**

This post is in the Acquisition Planning Unit, Supply Chain Management Service of the United Nations Interim Forces in Lebanon (UNIFIL). The Acquisition Planning Unit reports directly to the Chief Supply Chain Management . The incumbent leads and coordinates the demand planning, development and management of the acquisition process for various services and commodities while considering suitable sourcing options, including global and regional systems contracts, local market conditions, logistics forecasting, determining inventory management policies or elsewhere under UN management (i.e. other missions, Global Service Centre), supply schedules, and prioritization of operational supply chain requirement.

### **Responsibilities**

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

- Manages the Acquisition Management Unit; 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.

- Undertakes research and analysis to develop formal recommendations to management with respect to issues involving the Mission supply chain and makes recommendations to improve its efficiency to ensure optimal use of resources and cost-effective logistics support to all stakeholders.
- 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. 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.

**Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

**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.

**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**

Advanced university degree (Master's degree or equivalent) in supply chain management, business administration/management, logistics, procurement, or a related field is required. A first-level university degree in combination with at least two (2) additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

Trainings in demand planning and statistical/driver-based forecasting, supply planning supply networks, inventory monitoring and management and supply chain improvement practices/initiatives are 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 is required: 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.

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.

Experience with Material Requirements Planning (MRP) and Enterprise Resource Planning (ERP) is desirable.

Experience in planning, managing or supporting supply chains in complex, volatile, conflict or post-conflict settings is desirable.

Experience in supply chain management, procurement or logistics in an international environment is desirable.

## **Languages**

French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required; working knowledge of Arabic is an advantage.

### **Assessment**

Evaluation of qualified candidates may include a technical assessment and competency-based interview.

### **Special Notice**

- This position is temporarily available for 364 days. 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 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.