

**Job Opening
Procurement Assistant
UNSMIL-GS5-JO008/2019**

Title:	Procurement Assistant
Level/type:	GS-5 / Fixed-Term Appointment
Duty Station:	Tunis, Tunisia
Section:	Procurement Unit - MSS
Number of Positions	One (1)
Date of Issue:	04 February 2019
Deadline for applications:	18 February 2019

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS5-JO008/2019)

ORGANIZATIONAL SETTING AND REPORTING:

This position is located within the Procurement Unit in the Mission Support Section of the United Nations Support Mission in Libya (UNSMIL). The position is based in Tunis, Tunisia. The incumbent will be under the overall supervision of the Procurement Officer.

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.

**JOB DESCRIPTION:**

The incumbent assists in the implementation of effective and efficient management and delivery of procurement of goods and services and sale activities required by the mission to fulfil its mandate and carry out the procurement work in an effective, efficient, economical and timely manner.

Within limits of delegated authority, the incumbent may be responsible for the following duties:

1. Provides procurement, logistical and administrative support to a team of Procurement Officers in the acquisition of a wide variety of goods and service.
2. Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; determines the availability of vendors and funding sources.
3. Monitors status of existing requisitions and maintains 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.
4. 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.
5. 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 under the guidance of Procurement Officers.
6. Finalizes purchase orders and contracts for approval by the Procurement Officer; if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official.
7. Assists relevant officers in more complex, higher value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.
8. Maintains relevant internal databases and files; keeps track of any contractual agreements, systems contracts, etc. and informs affected users of contractual rights and obligations.
9. 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.
10. Drafts routine correspondence
11. Performs other duties as assigned.

**COMPETENCIES:**

Professionalism: 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 audience; demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards, operates in compliance with organizational rules and regulations, supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of work unit, where applicable.

QUALIFICATIONS:

Education: High school diploma or equivalent is required. A certificate in Public Procurement and/or Contract Management is desirable.

Work Experience: A minimum of five (5) years of progressively responsible experience in Procurement, Logistics, administrative services or related area; including a minimum of (2) years of experience in the management of Invitation to Bid of acquisition of goods, services and civil works is required; Experience in the SRM and ECC modules of an ERP system, such as Umoja, is desirable; Experience in procurement procedures within the UN Common System and/or a similar International Organization is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised working level in oral and written English and Arabic is required. Knowledge of French is desirable.

ASSESSMENT:

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

SPECIAL NOTICE:

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have



been in the country, and shall comply with any host country agreement in effect. Applicants who are not nationals from Tunisia must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

ADDITIONAL INFORMATION:

The work requires sitting most of the day in the office during working hours, five-days a week, as it is a desk work, and involves walking on the counterparts inside and outside the compound to share information and collect necessary information from local authorities and UN Agencies.

The incumbent works in a normal office environment, sharing the space with other colleagues and sharing computers, printers, and photocopiers.

United Nations Staff involving in a Procurement Process must adhere to the ethical standards and responsibilities that apply to procurement activities in order to protect the integrity, fairness and transparency of the procurement process, including declaring any situation of conflict of interests and complying with the Financial Disclosure Program requirements

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.