

## PROCUREMENT OFFICER, Dakar

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Company: United Nations Office for the Coordination of Humanitarian Affairs

Location: Dakar

Category: other-general

### Org. Setting and Reporting

This position is located in the Supply Chain and Procurement Section (SCAPS), Executive Office (EO), in the Office for the Coordination of Humanitarian Affairs (OCHA) in Senegal, Dakar, to support Western Africa operations. OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA also ensures there is a framework within which each actor can contribute to the overall response effort. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies; advocate the rights of people in need; promote preparedness and prevention and facilitate sustainable solutions.

The Procurement Officer reports to the Head of Procurement Unit within SCAPS.

### Responsibilities

Within delegated authority the Procurement Officer is responsible for the following duties:

- 1) Plans, develops and manages all procurement and contractual aspects of projects of significant complexity related to OCHA worldwide procurement of diverse services and commodities (e.g. information technology, electronic equipment and instruments, vehicles, medicines, foodstuffs, building maintenance materials, office supplies, construction, furniture, etc.), taking into account local economic and other conditions.

- 2) Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
- 3) Prepares/oversees preparation and distribution of the request for quotations and manages/conducts all aspects of quotations evaluation.
- 4) Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects.
- 5) Establishes and maintains work program and schedule for ongoing contracts and newly-planned ones. 6) Signs procurement orders up to the authorized limit, and, in case where the amount exceeds authorized signature authority, prepare submissions for review and approval by the authorized official.
- 7) Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services.
- 8) Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program.
- 9) Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- 10) Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.
- 11) Supports the preparation of various reports as required by management.
- 12) Provides guidance to, and may supervise, new/junior staff

**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. Knowledge of contract law and expertise in handling complex contract issues. Knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. 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 Advanced university degree (Master's degree or equivalent) in business administration, public administration, commerce, engineering, law or a related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Job - Specific Qualification

Professional certification in the supply chain from the Chartered Institute of Purchasing and Supply certification (CIPS Level 4) or having completed the program is required. Work Experience

A minimum of five years of progressively responsible experience in procurement, contract management, administration or related area is required.

A minimum of two years within the last five years of international field experience in humanitarian or development context is desirable.

Experience in the supply chain modules in ERP (Enterprise Resource Planning) system is desirable.

Experience in procurement procedures within the UN Common System or comparable international organization is desirable. Languages

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

#### Assessment

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

This position is funded for a finite period of one year. Extension of the appointment is subject to extension of the mandate and the availability of the funds.

Staff members are subject to the authority of the Secretary-general and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

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.

An impeccable record for integrity and professional ethical standards is essential.

#### United Nations Considerations

According to article , 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 perpetrators 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.

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