

TERMS OF REFERENCE
PROCUREMENT ASSISTANT
POST NO: 00002277

ORGANIZATIONAL CONTEXT

Under the overall supervision of the Procurement Associate the incumbent ensures execution of transparent and efficient procurement services and processes in CO. The Procurement Assistant promotes a client, quality and results-oriented approach in the Unit.

The incumbent works in close collaboration with the operations, programme and projects' staff in the CO and UNDP HQs staff for resolving complex procurement-related issues and information exchange

KEY FUNCTIONS AND RESULTS EXPECTED

Ensures implementation of the operational strategies focusing on achievement of the following results:

- Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control.
- CO Procurement business processes mapping and elaboration of the content of internal Standard Operating Procedures in Procurement in consultation with the direct supervisor and office management.

Supports procurement processes for CO, NEM projects and at the request of other Agencies focusing on achievement of the following results:

- Provision of inputs to preparation of procurements plans for the office;
- Support to organization of procurement processes including preparation of RFQs, ITBs or RFQs documents, receipt of quotations, bids or proposals, their preliminary evaluation;
- Preparation of Purchase orders and contracts in and outside Atlas, preparation of Recurring Purchase Orders for contracting of services, vendors creation in Atlas, maintenance of the filing system in the procurement unit;
- Implementation of the internal control system which ensures that purchase orders are duly prepared and dispatched. Timely corrective actions on Purchase Orders with budget check errors and other problems.
- Provision of information for preparation of cost-recovery bills in Atlas for the procurement services provided by UNDP to other Agencies.

Contributes to implementation of sourcing strategy focusing on achievement of the following:

- Update of the rosters of suppliers.

Supports knowledge building and knowledge sharing in the CO focusing on achievement of the following results:

- Participation of trainings for the operations/projects staff on Procurement;
- Sound contributions to knowledge networks and communities of practice.

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IMPACT OF RESULTS

The key results have an impact on the overall execution of the CO procurement services management in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach enhances UNDP capability in provision of procurement services

COMPETENCIES AND CRITICAL SUCCESS FACTORS

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to perform a variety of specialized activities related to contract, asset and procurement management, including organization and conduct of procurement processes implementation of contract and sourcing strategies, reporting, control of assets;
- Good knowledge of financial rules and regulations;
- Strong IT skills;
- Ability to provide input to business processes re-engineering, implementation of new system.

Leadership and Self Management

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure.

RECRUITMENT QUALIFICATIONS

Secondary School education with specialized training in Procurement. University degree in Business or Public Administration would be desirable.

Three to five years of progressively responsible administrative experience.

Experience in the usage of computers and office software packages, advance knowledge of automated procurement systems, experience in handling of web based management systems.

Fluency in English and Kiswahili

LEVEL OF POST:

ICS.5

DUTY STATION:

Dar es Salaam

DEADLINE OF SUBMISSION OF APPLICATIONS:

6 November 2009