

I. Post InformationPost Title: **Procurement Officer****Post Number:**

Organizational Unit: UNOPS- HTOC

Duty station: Port au Prince, Haïti

Reports to: Head of the Supply Chain

Source of Funding: Multiple Projects

Current Grade:

Proposed Grade: Local – LICA 8

Classified Grade:

Approved Grade:**Post Classified by:****Classification Approved by:****II. Organizational Context**

The United Nations Office for Project Services (UNOPS) is the largest service provider in the United Nations system, working on behalf of UN departments, IFIs and Governments.

UNOPS has over the years developed a wide range of services able to provide rapid response in complex emergencies. These include initial humanitarian assistance together with complex logistics and procurement, applied baselines surveys and multi-sectoral assessments, as well as emergency preliminary assessments for the design of physical infrastructures for long-term reconstruction or recovery.

UNOPS Haiti Operations Centre has been working in Haiti for over 13 years providing project management, procurement and logistics services for the Haitian Government, other UN agencies and international organizations in communication, governance and engineering expertise.

In accordance with the operational requirements of the Project, the Procurement Assistant shall procure goods, services and non-complex works processes from the local and international markets. The Procurement Assistant shall elaborate the most effective procurement strategy, taking into account the nature of requirement and the prevailing market conditions. The Procurement Assistant shall advise the Project on the full range of procurement issues shall lead and/or participate in contractual negotiations, present cases to review bodies, draft high-value contracts, and resolve contractual issues/disputes.

The incumbent is assigned all or part of the following duties which are performed according to organizational needs and structure:

UNOPS -HTOC

Under the guidance and direct supervision of the Head of the Supply Chain, the Procurement Officer is responsible for the development and implementation of strategic and effective procurement services reflecting international public procurement best practices, compliance with UNOPS procurement policy, rules, regulations and procedures, ensuring appropriate risk management and obtaining the best value for money for the acquisition of goods, services and the contracting of works.

He/she analyzes and interprets the respective rules and regulations and provides advice and solutions to a wide spectrum of complex issues related to procurement. The role requires deep understanding of procurement policy and processes and the Procurement Officer should be able to apply them to the

appropriate situations.

In addition to responsibility for the deliverables of the work team, the incumbent's work is focused on strategic relationship building and demand management, mainly referred to aggregation and dealing with complex organizational structures, preparation of business cases and understanding of the supply market, as well as sharing knowledge with projects in order to achieve reductions of costs and savings.

Maintaining the highest degree of personal and professional ethics, the Procurement Officer promotes a collaborative, client-focused, quality and results-oriented approach in the Business Unit.

The Procurement Officer works in close collaboration with the Operations, Programme and Project Management teams in the given geographical area and UNOPS HQ personnel, particularly with the Procurement Group (PG), and Government officials to successfully deliver procurement services.

The Procurement Officer will work in close cooperation with the Business Unit and Project Managers and report to the management on central issues related to procurement activities. S/he supervises and leads procurement personnel to deliver work results, in close cooperation with the leadership team in the given geographical area.

III. Functions / Key Results Expected

1. **Development and Implementation of procurement strategies**
2. **Management of procurement processes**
3. **Implementation of sourcing strategy and e-procurement tools**
4. **Facilitation of knowledge building and knowledge sharing**
5. **Team Management**

1. Leads the development and **implementation of procurement and contracting strategies for goods, services and works**, focusing on achievement of the following results:
 - Appropriate application of UNOPS procurement governance framework (rules, regulations, policies and tools) in Business Unit and Project operations.
 - Provision of supply-market intelligence and analysis.
 - Procurement strategies, approaches and plans designed and implemented according to cost reduction and saving strategies, applying:
 - Expertise in market intelligence matched to business requirements;
 - Optimal Stakeholder management principles;
 - Sustainability criteria;
 - Appropriate work processes to individual cases.
 - Oversight and supervision of the implementation and results of strategic and routine procurement work plans in Business Unit, covering **Pre-Purchasing**: Strategy and Planning; Requirements Definition; Sourcing; **Purchasing**: Solicitation; Management of Submissions; Evaluation; Review and Award; **Post Purchasing**: Contract finalization and issuance; Logistics; and Contract Management.

2. Manage and guide procurement processes for the acquisition of goods, services and the construction of works for the Business Unit, focusing on achievement of the following results, in compliance with the official procurement policies, rules, regulations and procedures:

- Prepare tender documents such as SHOPPING, RFQ, ITB or RFP and other instruments related to market research or market survey such as RFI, EOI and Pre-Qualification;
- Provide guidance to the Projects on procurement processes, procurement timelines, evaluation methodologies, and the full range of possible procurement issues;
- Prepare case presentation for review and recommendation by appropriate review bodies, explaining the nature and purpose of the requirement, the procurement process undertaken, the recommendations and basis for award;
- Ensure full compliance to the Financial Regulations and Rules of UNOPS and its Procurement Manual;
- Support the Procurement Unit in the implementation of effective internal controls while ensuring client-oriented service;
- Support the Procurement Unit in the management of requirements, focusing on the analysis of procurement plans and elaboration of appropriate procurement strategies;
- Maintain status reports on procurement activities.
- Develop and maintain a monitoring tools that would give the projects a summary of its outstanding contracts: the start and expiry dates, the not-to-exceed amounts or contract price, the POs obligated for payment, and such other information that the projects need to be aware of for proper contract management;
- Review of bid documents, contracts and/or purchase orders as well as results of evaluation of bids/proposals and other formal/public documents;
- Review of LCPC/HQCPC case submissions as well as all subsequent response to queries;

3. Ensure introduction and implementation of sourcing strategy and e-procurement tools focusing on achievement of the following results:

- Creation, development and management of rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.
- Ensures that the e-sourcing tools are used in accordance with PG goals and standards in this area.

4. Team Management

- Facilitate the engagement and provision of high quality results and services of the team supervised through effective recruitment, work planning, performance management, coaching, and promotion of learning and development.

- Provide oversight, ensuring compliance by team members with existing policies and best practices.

5. Knowledge building and Knowledge sharing

- Organize, facilitate and/or deliver training and learning initiatives for Business Unit personnel on Procurement-related topics.
- Lead and conduct initiatives on capacity development and knowledge building for procurement personnel, including network development, plans, learning plans and activities, procurement practice information and best practice benchmarking.
- Oversee team's contributions to Procurement knowledge networks and communities of practice including collaborative synthesis of lessons learnt and dissemination of best practices in procurement management.
- Guide team's collection of feedback, ideas, and internal knowledge about processes and best practices and utilize productively.

6. Performs other related duties as assigned by supervisor.

IV. Impact of Results

The effective and successful achievement of results by the Procurement Officer directly affect the overall efficiency of the region and specific project initiatives, in regards to procurement management, impacting the timely and effective implementation of the respective programmes and the business unit's operations. Timely, market-aware, and accountable delivery of services, ensures business unit performance, efficiency and client satisfaction, which promote the image and credibility of the team and business unit as an effective service provider in project services and management. This enhances UNOPS' competitive position as a partner of choice in sustainable development and project services in the given geographical area.

V. Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(Applicable only for levels ICS-10 and above)**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Partnering

Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Results Orientation

Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Agility

Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Solution Focused

Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Effective communication

Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VI. Recruitment Qualifications

Education:

- First University preferably in Procurement and/or Supply Chain Management, Law, Commerce, Business Administration, Public Administration, Finance, Economics or related field is required
- Master degree preferably in Procurement and/or Supply Chain Management, Law, Commerce, Business Administration, Public Administration, Finance, Economics or related field will be considered and may substitute some of the required years of experience.
- For those who do not have a degree in Procurement of Supply Chain Management, Chartered Institute of Supply and Management (CIPS) or similar international Certification, is a distinct advantage.
- Knowledge of UN/ /UNOPS Procurement Rules and Regulations is a distinct advantage.

Experience:	<ul style="list-style-type: none">- A minimum of two (2) years' professional experience at national or international level, in advising on, implementing policies and/or procedures to deliver a range of complex procurement programmes and services.- Some experience in UN system organizations, preferably in a developing country, is desirable.- Experience in the usage of computers and office software packages (MS Office 2003 and/or newer versions).
Language Requirements:	<ul style="list-style-type: none">- Full working knowledge of French and English are required.- Knowledge of another official UN language such as Spanish is an asset.

VII. Signatures- Post Description Certification

Incumbent *(if applicable)*

Name Signature Date

Supervisor

Name / Title Signature Date

Regional Director or Operations/Project Centre Manager

Name / Title Signature Date