

I. Post Information

Position Area: Procurement Position Level: Specialist / Manager Position Function: - Organizational Unit: Country offices in the Latin America and Caribbean Region Duty Station: Multiple countries Reports to: Head of Support Services or Country Director Source of Funding (project/non-project):	Current Grade: Proposed Grade: Approved Grade: ICS-10 Post Classified by: Classification Approved by:
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II. Organizational Context

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

In the Latin America and the Caribbean region, UNOPS has operations in 13 countries. The objective of this call is to create a pool of prequalified candidates for the role of Procurement Specialist / Manager at ICS10 level. Individuals who successfully pass the competitive process will be included in a pool of pre-qualified candidates and will be contacted whenever there is an opportunity in this role and level in any of the 13 countries where UNOPS operates in the region: Argentina, Brazil, Paraguay, Uruguay, Peru, Panama, Costa Rica, English / Dutch Caribbean Countries, Guatemala, Honduras, El Salvador, Nicaragua, and Mexico, and if required also in any other place globally.

Under the guidance and direct supervision of the Head of Support Services, the Procurement Specialist / Manager 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 Specialist 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 Specialist promotes a collaborative, client-focused, quality and results-oriented approach in the Business Unit. The Procurement Specialist works in close collaboration with the programme/project colleagues in the given geographical area and with UNOPS HQ personnel, particularly with the Procurement Group (PG), as well as the Government officials, to successfully deliver procurement services.

The Procurement Specialist 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:

- Sustainability embedded in the procurement process.
- Appropriate procurement modalities and instruments applied (e-sourcing, procurement and Rosters of Suppliers) based on individual case requirements, utilizing expert knowledge of procurement policies and instruments.
- Creation, implementation and oversight of proper monitoring and control of procurement processes in Business Unit and projects including organization of RFQ, ITB or RFP, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNOPS Procurement rules and regulations.

- Review and pre-clearance of solicitation documents, requests for awards and submissions to Contract and Property Committees (CPCs) in role as Procurement Reviewer (in OneUNOPS or Enterprise system).
- Procurement contracts and contractors optimally managed through supplier and contract performance management against agreed benchmarks and through agreed reporting mechanisms.
- Implementation of Internal control system.
- Elaboration of comments regarding project audit reports of the Business Units, when necessary.

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.

IV. Impact of Results

The effective and successful achievement of results by the Procurement Specialist directly affects 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



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).



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.



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.



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.



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:	<ul style="list-style-type: none"> - Advanced degree (equivalent to master's degree) preferably in Procurement and / or Supply Chain Management, Law, Commerce, Business Administration, Public Administration, Finance, Economics, Engineering, or related fields and five (5) years of experience - A first-level university degree (equivalent to a bachelor's degree) and seven (7) years of relevant experience. - Academic degrees or certifications in Procurement, Supply Chain Management, the Chartered Institute of Supply and Management (CIPS) or a similar international certification is a clear advantage.
Experience:	<ul style="list-style-type: none"> - Based on academic degrees, a minimum of five to seven years' professional experience at the international and national level, in advising on, implementing policies and procedures to deliver a range of procurement programmes and services. - Personnel supervisory experience in procurement; - Experience in the usage of computers and office software packages (Google Suite or MS Office, alternatively). - Procurement experience in health projects is desirable. - Procurement experience in infrastructure / construction projects is desirable. - Experience using Procurement Rules and Regulations of the UN and/or other International Cooperation and Development Organizations is a clear advantage
Language Requirements:	<ul style="list-style-type: none"> - Fluency in Spanish is required. - An intermediate level of English is required. - Fluency in French or Portuguese is an advantage.

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Regional Director or Operations/Project Centre Manager		
Name / Title	Signature	Date