

I. Post Information

Position Area: Procurement Position Level: Specialist Position Function: - Organizational Unit: UNOPS LCR – Mexico Projects Duty Station: Mexico city, Mexico Reports to: Head of Support Services Source of Funding (<i>project/non-project</i>):	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.

The UNOPS Regional Office for Latin America and the Caribbean is seeking to establish a country office in Mexico City to manage a growing portfolio of projects.

Under the guidance and direct supervision of the Head of Support Services, the Procurement Specialist 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

UNOPS is looking for international candidates, local candidates (nationals or residents in Mexico) are encouraged to apply and will be considered in this process. Please see the contract type applicable to international and locals in section "contract type, level and duration" below.

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.
- 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.

<ul style="list-style-type: none"> • Elaboration of comments regarding project audit reports of the Business Units, when necessary.
<p>3. Ensure introduction and implementation of sourcing strategy and e-procurement tools focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ▪ 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.
<p>4. Team Management</p> <ul style="list-style-type: none"> • 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.
<p>5. Knowledge building and Knowledge sharing</p> <ul style="list-style-type: none"> • 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
<p>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.</p>

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.
	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. 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 Masters) preferably in Procurement and/or Supply Chain Management, Law, Commerce, Business Administration, Public Administration, Finance, Economics or related field.

	<p>A First University degree in combination with a minimum of seven (7) years' qualifying experience, may be accepted in lieu of the advanced university degree.</p> <ul style="list-style-type: none"> - A Chartered Institute of Supply and Management (CIPS) or Institute for Supply Management (ISM) or similar international Certification, is a distinct advantage. - Knowledge of UN/UNOPS or other public international organizations Procurement Rules and Regulations is a distinct advantage. - Knowledge of the local legal framework for government procurement is a distinct advantage.
Experience:	<ul style="list-style-type: none"> - A minimum of five (5) years' professional experience in advising on, implementing policies and procedures to deliver a range of complex procurement programmes and services in national and/or international public or corporate organizations. - Personnel supervisory experience in procurement is an advantage; <p>Experience in UN system organizations or other public international organizations, preferably in developing countries, is desirable.</p> <ul style="list-style-type: none"> - Experience working in government procurement in Mexico is desirable. - Experience in the usage of ERP and office software packages (e.g. MS Office, G-suite)
Language Requirements:	<ul style="list-style-type: none"> - Fluent level Spanish is required. - Intermediate level English is required. Advanced level is an asset.

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