

## I. Post Information

Position Area: <b>Procurement</b> Position Level: <b>Senior Officer</b> Position Function: - Procurement Senior Officer Organizational Unit: UNOPS- HTOC Entity Name Duty Station: insert Reports to: Head of the Supply Chain Source of Funding ( <i>project/non-project</i> ): Multiple Projects	Current Grade: Proposed Grade: Approved Grade: ICS-09 Post Classified by: Classification Approved by:
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## 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 Senior Officer shall procure goods, services and non-complex works processes from the local and international markets. The Procurement Senior Officer shall elaborate the most effective procurement strategy, taking into account the nature of requirement and the prevailing market conditions. The Procurement Senior Officer 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:

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Under the guidance and direct supervision of the Head of the Supply Chain, the Procurement Senior 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 Senior Officer should be able to apply them to the Job Profile Revised Mar 2018 Page 2 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 Senior Officer promotes a collaborative, client-focused, quality and results-oriented approach in the Business Unit. The Procurement Senior 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 Senior 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. Implementation of transactional procurement
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. In close cooperation with the Project Managers, under the guidance of a technical supervisor, and reporting to the management on central issues related to procurement activities, implements operational strategies and manages procurement, contract, and sourcing transactions, actions and processes for goods, services, and works, focusing on achievement of the following results:
  - Full compliance of assigned procurement activities with UNOPS rules, regulations, policies and strategies; internal controls and client orientation.
  - Implementation of the different steps of the procurement processes, including 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.
  - Implementation of strategic procurement for projects assigned in the Business Unit.
  - Research undertaken and data provided for Business Unit's supply market intelligence and analysis.

2. Manages and guides **procurement processes** for a select group of technically complex goods, services within a given geographical area and/or Business Unit, focusing on achievement of the following results:

- Sustainability embedded along the procurement process.
- Timely and duly prepared procurement plans for projects and monitoring of their implementation.
- Establishment of Long Term Agreements (LTAs) and/or service contracts and other instruments, when necessary, either through standard or emergency procurement procedures in compliance with the Procurement Policy.
- Implementation of proper monitoring and control of procurement processes 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 rules and regulation.
- Awards recommended based on UNOPS procurement rules and procedures.
- Management of procurement contract, analysis of contract performance against agreed benchmarks and pre-established reporting mechanisms.
- Advice, remedial actions, or solutions to Programme Managers on procurement issues related to the procurement process and project cycle.

3. Implements **sourcing strategy and e-procurement tools** focusing on achievement of the following results:

- Development and management of the rosters of suppliers.
- Utilization of-sourcing module in accordance with UNOPS Procurement Groups' goals and standards in this area.

#### 4. **Knowledge Building and Knowledge Sharing**

- Organize, facilitate and/or deliver training and learning initiatives for Business Unit personnel on Procurement-related topics.
- Contribute to Procurement knowledge networks and communities of practice by providing collaborative synthesis of lessons learnt and dissemination of best practices in procurement.
- Collect feedback, ideas, and internal knowledge about processes and best practices and utilize productively.

#### 5. **Team Management**

- Facilitate the engagement and provision of high quality results and services of the team supervised through effective work planning, performance management, coaching, and promotion of learning and development.
- Provide oversight, ensuring compliance by team members with existing policies and best practices.

### **IV. Impact of Results**

The effective and successful achievement of results by the Procurement Senior 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



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, utilizing 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"> <li>• <b>First-level University Degree (Bachelor's or equivalent)</b>, preferably in Procurement and/or Supply Chain Management, Law, Commerce, Business Administration, Public Administration, Finance, Economics or related field is required</li> <li>• 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.</li> <li>• For those who do not have a degree in Procurement or Supply Chain Management, Chartered Institute of Supply and Management (CIPS) or similar international Certification, is a distinct advantage.</li> <li>• Knowledge of UN/ /UNOPS Procurement Rules and Regulations is a distinct advantage.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of four (4) years' professional experience (or less, depending on the academic credentials) 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.</li> <li>• Some experience in UN system organizations, preferably in a developing country, is desirable.</li> <li>• Experience in the usage of computers, G-Suite and/or office software packages (MS Office 2003 and/or newer versions).</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Full working knowledge of French and English are required.</li> <li>• Knowledge of another official UN language such as Spanish is an asset.</li> </ul>

## VII. Signatures- Post Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Director, Regional Office or Operations/Project Centre Manager		
Name / Title	Signature	Date