

**I. Post Information - Procurement Senior Officer**

Position Area: **Procurement**

Contract/Level: **L- ICA**

Organizational Unit: **AFR-GMCO**

Duty Station: **Banjul, Gambia**

Reports to: **Procurement Officer, GMCO-Ghana**

Approved Grade: **ICS 9 / LICA 9**

**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.

**Ghana Multi Country Office (GMCO) :**

UNOPS Ghana Multi Country Office (GMCO), located in Accra, spans across West Africa, covering Ghana, Gambia, Liberia, Nigeria and Sierra Leone.

The Ghana Operational Hub is responsible for managing strategic and operational risks associated with a subset of the regional portfolio of engagements, developing and delivering cost effective services contributing to partners' sustainable results and achievements of UNOPS management results.

The core functions of GMCO are to:

- Liaise and develop engagements, and deliver services responding to partner needs.
- Leverage advice and integrate delivery modalities of the three Delivery Practices and the Global Partner Service Office.
- Maintain appropriate arrangements and capacity for direct transactional support for delivery of the sub-regional portfolio.

The **UNOPS Gambia Country Office** is in the process of expanding its area of engagement in cooperation with its development partners, focusing mainly on projects and programmes in infrastructure, governance, procurement, and is looking for qualified and committed experts able to deliver results in a fast-paced and demanding environment. Currently the country portfolio includes projects construction of infrastructure, procurement services, and sustainable urban planning.

### **Purpose and Scope of Assignment:**

Under the supervision of the Procurement Officer, GMCO - Ghana and the secondary supervision of the Gambia Country Manager, the Procurement Senior Officer is responsible for effective delivery and implementation of strategic and effective procurement services for a select group of technically complex goods, services and works, within the specific geographical area and/or project/s. These services reflect best practices in international public procurement, compliance with UNOPS Financial Rules and Regulations and procurement policy, rules, regulations and procedure, ensuring appropriate risk management and obtaining the best value for money.

S/he analyzes and interprets the respective rules and regulations and provides solutions to a wide spectrum of complex issues related to procurement.

His/her work is focused in transactional procurement including all steps of the procurement process. 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 Support Services, Programme and Project teams in the relevant geographical area or business unit, UNOPS HQs colleagues and Government officials, to successfully deliver procurement services.

### **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. Team Management
5. Facilitation of knowledge building and knowledge sharing

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:
  - Appropriate application of UNOPS procurement governance framework (rules, regulations, policies and tools) in Business Unit and Project operations.
  - 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.
  - Oversight and supervision of the implementation and results of strategic and routine procurement work plans in UNOPS Gambia office, 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. 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:

- 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 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;
- 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 key results directly affect the overall efficiency of the relevant business unit/s and project activities in procurement management, impacting the timely availability of effective goods and services for UNOPS' programmes. Timely, market-aware, and accountable delivery of goods and services, contribute to office performance, efficiency and client satisfaction, which promote the image and credibility of the team and office 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 country/region served.

#### 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, 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 behaviour. 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	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Advanced Degree or equivalent in Procurement and/or Supply Chain Management, Law, Commerce, Business Administration, Public Administration, Finance, Economics or related fields.</li> <li>• University Degree (bachelor's degree / first level) with a combination of 2 additional years of relevant professional experience may be accepted in lieu of the advanced university degree</li> <li>• A relevant combination of academic credentials and/or industry certifications and qualifying experience may be accepted in lieu of the university education.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of two (2) years' professional experience in International Public Procurement.</li> <li>• Experience in working with multiple and stakeholders at all levels is required</li> <li>• Some experience in UN system organizations, preferably in a developing country, is desirable.</li> <li>• Experience in the usage of Computer Office software packages (MS Office / Google Suite ) is an asset</li> </ul>
<b>Certification</b>	Chartered Institute of Supply and Management (CIPS) or similar International Certification is a distinct advantage.
<b>Language Requirements</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of English is required.</li> <li>• Knowledge of another official UNOPS language is an asset.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Market research</li> <li>• E-procurement Management</li> <li>• Supplier Screening</li> <li>• Evaluation of Tenders</li> <li>• Procurement Contracting</li> </ul>

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date