Job Description

Procurement Specialist, ICS-10, P3, Copenhagen, Procurement Services Branch

Location: Headquarters
Full/Part time: Full time
Regular/Temporary: Regular
Rotation: This post is non-rotational
Duration: One year (renewable)*

Organizational Setting

The Procurement Specialist position is located in the UNFPA Office in Copenhagen in the Procurement Services Branch and reports to the Procurement & Supply Management Coordinator. The incumbent supervises a team of a Procurement Associate, Procurement Assistants and Interns. This post specifically serves the procurement and contracting needs of all Country Offices and external partners within the designated geographical region.

Main Tasks & Responsibilities

In direct support of UNFPA’s global strategy to achieve the ICPD goals and SDGs, and in concert with the Procurement Policy formulation and strategic thinking, the incumbent ensures proper and effective use of UNFPA’s and external partners’ resources in the following activities:

Manage and co-ordinate UNFPA’s procurement and logistics services for designated geographical region. This includes:

- Provide strategic and technical guidance on procurement activities, overseeing all international procurement assignments throughout the Procurement Cycle, from planning to vendor performance evaluation.
- Ensure that all procurement actions are undertaken in accordance with UNFPA’s Procurement Principles and prevailing UNFPA Policies and Procedures.
- Find solutions to procurement and logistic challenges managed by the Regional Team by negotiating with internal teams, Headquarters, Country and Regional Offices -COs and ROs-, UNFPA suppliers, External Partners (including Third Party Procurement -TPP- customers), laboratories, regulatory authorities, other UN Bodies, etc.
- Develop, implement and monitor strategies and plans on TPP activities to external parties in cooperation with COs and ROs, as appropriate in the region. This includes negotiating international procurement agreements with Governments, International Institutions and NGOs, in coordination with Legal Unit.
- Manage TPP Operations by reviewing and approving TPP customer risk assessments; reviewing and approving Proforma Invoice offers to TPP customers, irrespective of value; monitoring offers until funds are transferred to UNFPA; and supervising regular procurement activities associated to TPP.
- Provide advice to COs and ROs for forecasting, procurement planning and in-country logistics management.
- Regularly review of procurement policies, procedures and strategies and make recommendations for improvement to enhance efficient and effective implementation of procurement and institutional goals.
• Management of special projects in designated programmatic (population census projects, etc.) and geographical regions upon request/necessity.
• Approve procurement orders up to the authorized limits, and in cases where the amount exceeds authorized limits prepare submissions to the Contracts Review Committee - CRC- for endorsement and subsequent approval.
• Lead Procurement activities of COs in Emergency contexts - upon approval of relevant Fast-Track Procedures - by providing timely feedback on queries related to policy interpretation, approval of solicitation documents, clearance and submission of Emergency CRC cases, etc.

**Build capacity by advising Country and Regional Offices and external partners on all aspects of procurement and logistics management implementation and organization**

• Promote the use of Third Party Procurement activities in coordination with Outreach Team, Country Offices and Regional offices, providing capacity building on all aspects of TPP services to external partners and COs when required.
• Ensure the uptake of generic reproductive health commodities is in line with UNFPA’s guidelines.
• Provide information, technical advice and guidance on all aspects of procurement including reproductive health commodities and on specifications, procurement activities, processes and procedures to UNFPA Country Offices and headquarters (HQ), cooperating agencies and external RH (Reproductive Health) commodity and population partners.
• Promote local capacity building in local and international procurement and logistics as well as procurement for humanitarian response.
• Design and develop curricula and materials for procurement and logistics trainings and conduct the latter at country office and regional level.
• Keeping Country Offices abreast of latest developments in Policies and Procedures and all PSB activities concerning Country Offices including regular reporting of procurement activities for country offices and external parties.
• Respond to audit issues of Country and Regional Offices, including helping COs and ROs draft Management Responses to Audit Reports.
• Perform compliance-related spot-checks to ensure adherence to regulations and rules, as well as with the relevant contract award authority.

**Represent UNFPA in UN working groups, RH Coalition partners and private sector initiatives**

• Represent UNFPA Procurement in country missions vis-à-vis national governments and other local counterparts including suppliers.
• Represent UNFPA Procurement in internal meetings on programming issues (Technical Division, Respective Geographical Division) and/or technical matters (IT, Finance, DHR) etc.
• Participate and represent UNFPA Procurement in business related meetings (UN business seminars, business days organized by Missions to the UN, interagency working groups, etc.) and programme/technical seminars (WHO technical meetings on RH specifications, World Bank, etc.)

**Supervise and coach a team of a Procurement Associate, Procurement Assistants and Interns:**
• Supervise and coach procurement personnel. Identify priorities in the work plan to ensure requirements are processed in an efficient and cost effective manner.
• Provide guidance and discuss development plan.
• Review and monitor performance of supervised team.

Perform other job related duties as assigned

• Prepare a variety of procurement related documents, contracts, communications, guidelines, Business Processes, SOPs and instructions. Sign Memorandum of Agreements based on Long Term Agreements signed by other UN Agencies.
• Prepare, launch and manage bidding processes according to necessity of regional team that cannot be handled by Strategic Procurement Cluster (SPC).
• Work closely with other PSB Teams (Quality Assurance, Finance, IT, Communications) and identifying areas for improvement.
• Take over duties of other Procurement Specialists when they are absent.
• Undertake other assignments as required by exigencies of service

Qualifications and Experience

• Advanced university degree (or equivalent: i.e. CPA, ACCA, Jurist Doctor, etc.) in Economics, Law, Public Administration, Commerce, Business Administration, Accounting, Procurement or related field required.
• Procurement accreditation by recognized learning institute such as CIPS is an asset.
• 5 years of progressively responsible experience in procurement operations in a multi-cultural environment required.
• Experience with managing staff
• Specialized knowledge in business, logistics, contract management & public health is an asset.
• Good knowledge of IT-tools such as Windows office package required. Knowledge of Atlas or similar ERP system is an asset.
• Good understanding of the UN working environment including financial framework and procedures highly desirable.
• Good understanding of international trade laws and treaties an asset.
• Fluency in English required; working knowledge French is required.

Required Competencies

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Values:
• Exemplifying integrity;
• Demonstrating commitment to UNFPA and the UN system;
• Embracing cultural diversity;
• Embracing change.

Core Competencies:
• Achieving results;
- Being accountable;
- Developing and applying professional expertise/business acumen;
- Thinking analytically and strategically;
- Working in teams/managing ourselves and our relationships;
- Communicating for impact.

Managerial Competencies:

- Providing strategic focus;
- Engaging in internal/external partners and stakeholders;
- Leading, developing and empowering people, creating a culture of performance;
- Making decisions and exercising judgment.

Functional Skill Set:

- Business acumen
- Innovation and marketing of new approaches
- Client orientation
- Organizational awareness
- Job knowledge/technical expertise

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

Compensation and Benefits

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of living adjustment, housing allowance, home leave, health insurance and other benefits.

Closing Statement

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

The closing date for this vacancy is 6 March 2018, 5pm NY time.

*No expectancy of renewal in accordance with UN Staff Rule 4.5.

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Notice to applicants: In accordance with the rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.