

United Nations JPO Programme



TERMS OF REFERENCE

JPO (Associate Expert) 18P176

I. General Information

Title: JPO in Procurement

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
OCSS/PD

Organization/Office:
United Nations / Department of Management, Procurement Division

Duty Station:
New York, USA

[Non-Family Duty Station: yes X / no

Duration:
1 year (with possible extension for another year)
[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Direct Supervision by:

Title of Supervisor:
Section Chief, UNPD/CITS

Content and methodology of supervision:
Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor. This work plan will be reviewed bi-weekly, with progress reporting done on a weekly basis.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

-Execute direct procurement for goods & services in support of HQ operations, including generation of scope of work/specs, market research, tendering, evaluation, issuance of contract award, vendor liaison for order fulfilment, logistical coordination, invoice certification, and financial transactions in ERP (SAP) system.

- Serve as requisitioner and contract manager for procurement department: determine availability & source of funding, coordinate requirements with regional offices, manage long-term agreements and vendor relations, ensuring goods receipt and service milestones are achieved, performance reports are completed, and validity periods/monetary thresholds are amended as required.
- Receive proposals and facilitate public bid openings using e-procurement software.
- Develop budget proposals and financial resource requirements under various funding sources in support of HQ procurement activities as part of operational budget management.
- Define strategic frameworks performance monitoring as part of working group, including standardization of indicators, data collection methodologies, delivery timelines, measurement tools, analysis and reporting protocols.
- Coordinate procurement implementation activities with stakeholders by monitoring and evaluating program performance against KPIs, as well as expenditure of all budget accounts, taking remedial actions where required.
- Contribute to the preparation of various written outputs to high-level bodies on procurement and budget activities, strategic direction, GA reporting, and resource justification.
- Produce custom reports using business intelligence, extracting statistics on operational and analytical reporting on procurement activities and funds management to facilitate Results Based Budgeting mandates.
- Review and analyze procurement/administrative processes to identify opportunities for optimization and streamlining to align with new SAP system.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Certification issued by a professional procurement training institution is desirable.

Work experience:

A minimum of five years of progressively responsible experience in procurement, contract management, contract administration or logistics and supply chain management is required. Two consecutive years of the aforementioned experience, in the most recent five years are required to be directly related to first-hand procurement experience in conducting international tender exercises or legal experience related to contracting . Experience in public sector procurement processes and procedures is desirable. Experience in the use of procurement information systems is desirable. Procurement experience in support of implementation of the programmes and operations of the United Nations field missions, the United Nations Common System or other comparable international organization is desirable. Experience managing buyer teams for extended periods of time of at least two consecutive years is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another United Nations official language is desirable.

Other skills:

Knowledge of contracting in the public sector is desirable, and MS Office skills are required

UN competencies:

- Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing

to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. • Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to :

- Manage competitive solicitations
- Assess proposals and perform complex financial analysis related to Best Value for Money
- Draft contractual instruments based on established UN contract templates
- Update and manage within the Organization's Enterprise Resource Planning system all purchase orders, and provide guidance with requisitioning offices
- Work with business areas to define requirements in solicitation documents, and create complex technical and financial evaluation matrices

VI. Background Information

The position is located in the Procurement Division, Office of Central Support Services, Department of Management. The incumbent reports to the Chief of the Section, Communications and IT Section. The mandate of the Procurement Division is to provide responsive, effective, and quality expert procurement services and business advice to UN Headquarters, field missions, and other UN organizations, while achieving best value for money, ensuring a competitive, fair and transparent process in accordance with established regulations, rules and procedures.