

Terms of Reference for Procurement Associate/Assistant:

POST TITLE:	Procurement Assistant
CATEGORY:	GS-5
DUTY STATION:	Dhaka, Bangladesh
DURATION:	One year fixed-term initially (on successful completion of probation period)

Organizational Setting

The Procurement Associate/Assistant position is located in the UNFPA office in Dhaka, Bangladesh with the Operations Team and reports to The Operations Manager. This post specifically serves the procurement and contracting needs of Country Office, field offices and project requirements within the country.

In direct support of UNFPA's country Programme to achieve the ICPD goals and MDGs, and in connection with the Procurement Policy formulation and strategic thinking, ensure proper and effective use of UNFPA's resources in the following activities:

Main Tasks & Responsibilities:

Manage and co-ordinate UNFPA's procurement and logistics services as part of Operations Team:

- Handle assigned procurement activities and ensure the most economical and timely delivery.
- To ensure that all procurement actions are undertaken in the most effective and efficient manner and carried out in accordance with prevailing with UNFPA Policies and Procedures.
- Provide assistance to Country Office staffs to implement sound mechanisms for forecasting, procurement planning and logistics management.
- Provide information, technical advice and guidance on all aspects of procurement including commodity types, procurement activities, processes and procedures to UNFPA Country office staff and project personnel.
- Provide support in keeping Country Offices abreast of latest developments in Policies and Procedures and all PSS activities concerning Country Offices including regular reporting of procurement activities.
- Provide information on UNFPA Procurement, as and when required, in internal meetings on programming issues and/or technical matters (ERP, E-procurement, Finance)

- Identify priorities in the yearly procurement plan to ensure requirements are processed in an efficient and cost effective manner.
- Complete in-time procurement of goods and services (local and/or international) completed for effective implementation of country Programme.
- Effective and continuous support provided to office/PSS, HQ for making requisitions/Po's for procurement of goods and services in ERP system.
- Perform other job related duties as assigned

Required Competencies

CORE COMPETENCIES

- Values/Guiding Principles;
- Performance Management;
- Working in Teams
- Communication Information and Ideas/Knowledge Sharing
- Self-Management/Emotional Intelligence and Conflict Management/Negotiating and Resolving Disagreements;
- Appropriate and Transparent Decision Making: Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence

FUNCTIONAL COMPETENCIES

- Business Acumen;
- Innovation and marketing of new approaches;
- Client Orientation;
- Organizational Awareness;
- Job Knowledge/Technical expertise.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree from renowned and established universities in commerce, business administration or related field.
- At least 5 years progressively responsible experience in procurement operations in a multi-cultural environment

Compensation and Benefits

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

This position offers an attractive remuneration package commensurate with the level of the post.

Notice: 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.