

EXTERNAL VACANCY ANNOUNCEMENT

I. Position Information

Functional Title: Procurement Assistant I
Organizational Unit: Service Centre, Kenya
Supervisors Title: Procurement Specialist

Grade Level: ISC5
Duty Station: Nairobi

II. Organizational Context

Under the guidance of the Operational Services Manager and the direct supervision of the Procurement Specialist, the Procurement Assistant provides procurement services to UNDP and UN Agencies administered by UNDP by ensuring high quality and accuracy of work. The Procurement Assistant promotes a client, quality and results-oriented approach in the Unit.

The Procurement Assistant works in close collaboration with the operations, programme and projects staff in the CO and UNDP HQs staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- Implementation of operational strategies
- Support to procurement processes
- Implementation of sourcing strategy
- Asset Management
- Support to knowledge building and knowledge sharing

1. Ensures **implementation of operational strategies** focusing on achievement of the following results:

- Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies.
Provision of inputs to the CO Procurement business processes mapping and elaboration of internal Standard Operating Procedures (SOPs) in Procurement in consultation with the direct supervisor and office management.

2. **Supports procurement processes for CO and Agencies Administered by UNDP** focusing on achievement of the following results:

- Assists in the preparation of procurement plans for the office.
- Support to organization of procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation.
- Preparation of Purchase orders and contracts in and outside Atlas, preparation of Recurring Purchase orders for contracting of services, vendor creation in Atlas, maintenance of the filing system in the procurement Unit.
- Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
- Compiles and Provides information for preparation of cost-recovery bills in Atlas for the procurement services provided by UNDP to other Agencies.

2. Ensures proper **control of assets** focusing on achievement of the following result:

- Tracks acquisitions, disposals of CO items below and above \$ 1,000 through spreadsheet and update on a monthly basis.
- Enters into Atlas items of a value of \$ 1,000 and above
- Implementation/Preparation of Inventory and physical verification check-up in the country office.
- Updated inventory reports.

3. Contributes to **implementation of sourcing strategy** focusing on achievement of the following result"

- Update of the rosters of suppliers
- Verification of material capacity/real existence of suppliers to professed preferred items and not to simply act as an intermediary with mark-up.

4. **Supports knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- Participation in the trainings for the operations/ projects staff on Procurement.

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- Sound contributions to knowledge networks and communities of practice.

V. Competencies

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to contract, asset and procurement management, including screening, collecting and preparation of documentation, data processing, preliminary bids evaluation, filing, provision of information, control of assets
- Good knowledge of financial rules and regulations
- Strong IT skills
- Ability to provide input to business processes re-engineering, implementation of new system

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

VI. Recruitment Qualifications

Education:	Secondary Education with specialized training in procurement. University Degree in Business or Public Administration would be desirable, but it is not a requirement.
Experience:	3 to 5 years of relevant administrative experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of automated procurement systems, experience in handling of web based management systems.
Language Requirements:	Fluency in English and Swahili; French would be an asset.

External candidates should ensure that their applications along with their curricula vitae are received on or before 15 November 2005. Internal candidates should enclose their P11 and copies of their last two Performance Appraisals.

**Apply to:
Vacancy Announcement Response
Block Q131
United Nations Development Programme
P.O. Box 30218 – 00100
Nairobi – Kenya**

**Only short listed candidates will be contacted.
Please indicate "VACANCY NO: 2005-10-PROC1." on the envelope.**