



---

## JOB OPENING

---

Functional Title & Level:	Associate Procurement Officer (NO-B)
Org. Unit	Procurement, Supply Chain Management
Duty Station:	Port-au-Prince
Posting Period:	17-23 November 2017
Job Opening Number:	MINUJUSTH-GJO-2017-044

---

### Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Associate Procurement Officer (NO-B)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK AS SOON AS POSSIBLE**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

**All interested candidates should submit ONLY their Personal History Profile (PHP)** via email at [minujusth-recruitment@un.org](mailto:minujusth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minujusth.unmissions.org/offres-emploi>.

**Important:** Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

### Organizational Setting and Reporting

These positions are located in the United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the establishment of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; to further support and develop the Haitian National Police; and to engage in human rights monitoring, reporting, and analysis among others.

The **Associate Procurement Officer (NO-B)** typically reports to the Procurement Officer or Chief of Unit, Procurement, Supply Chain Management.

## Responsibilities

Within delegated authority, as applicable, and depending on location, the Associate Procurement Officer is responsible for the following duties:

- Plan procurement actions for assigned projects, which typically involve the procurement of a select group of technically complex commodities or services (incl. leases), or for a variety of goods and services of a general nature, with the overall objective of achieving best value for money.
- Review and analyze technical specifications and evaluation criteria to ensure completeness, accuracy and competitive qualities, and identify optional courses of corrective action as required.
- Assist staff in matters regarding procurement policies and procedures, requirements, pricing and product/service availability, as well as appropriate substitutes or alternative options to reduce costs.
- Conduct market research to identify potential new sources of supply and encourage vendors to register on the United Nations Global Marketplace as a potential supplier
- Prepare, solicit and evaluate bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.
- Prepare requests for waivers of competitive bidding as required. Conduct negotiations with suppliers.
- Administer contracts, i.e. monitoring expiry dates and Not-to-Exceed amounts for timely possible action. Conduct field visits as required.
- Compile and present procurement data; prepare all relevant supporting documents and recommend approval of the contract or purchase order; may authorize purchases in line with delegated authority, as applicable, and, in cases where the amount exceeds authorized signature authority, prepare submissions to the Chief Procurement Officer, Chief Mission Support and/or Contracts Committee for review and subsequent approval by the authorized official.
- Coordinate timely delivery of goods and services.
- Ensure the receipt of vendor performance reports from requisitioners
- Prepare a variety of reports, correspondence, documents (e.g. purchase orders, contracts and amendments), contract overviews, Standard Operating Procedures, workplans, audit responses on procurement-related matters, filing and archiving.
- Perform other duties as assigned

## Competencies

- **Professionalism:** 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping other informed.
- **Planning and 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.

## **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. Recognized qualification in procurement and contracting is desirable and an advantage.

## **Work Experience**

A minimum of two (02) years of progressively responsible experience in procurement, contract management, administration, logistics/supply chain management or related area.

## **Languages**

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

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.