



JOB OPENING

Functional Title & Level:	Procurement Assistant (GS-5)
Duty Station:	Port-au-Prince
Posting Period:	14 – 28 August 2018
Job Opening Number:	MINUJUSTH-NJO-2018-015

Special Notice

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 their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH bulletin Board and at the MINUJUSTH website: <https://minujsth.unmissions.org/offresdemploi>.

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

Organizational Setting and Reporting

This position is 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 **Procurement Assistant (GS-5)** typically reports to the Procurement Officer.

Responsibilities

Under the supervision and general guidance of the Procurement Officer, the incumbent will perform the following functions:

- Provides procurement, logistical and administrative support in the purchasing of a wide variety of goods and services.

- Receive and review the Shopping Carts in the Enterprise Resource Planning (ERP) module for clarity, accuracy and adequacy of specifications;
- Maintain the e-Procurement Tracking System to ensure that end-users are informed of the status of requisitions, and do follow up action on any delays, non-delivery of goods, etc.
- Reviews, records and prioritizes assigned purchasing requisitions and obtains additional information/documentation as required; recommends sources of supply and performs market research. Assists with communication with requisitioners.
- Monitors status of existing requisitions, maintains contact with suppliers to ensure timely delivery of goods and services (expediting), coordinates shipment of goods/commodities/equipment to HQ and field missions, verifies receipt and inspection of deliverables and accurately reports, as and when required. Organizes meetings with suppliers.
- Drafts tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of requirements and cost of procurement involved.
- Drafts requests for waiver of competitive bidding. Assists with preparation of minutes from contract negotiations.
- Prepares abstracts of offers and compiles data contained in quotations, proposals and bids to identify the recommended supplier in accordance with the rules, regulations and procedures under the guidance of Procurement Officers. Assists with communications with the Tender Opening Committee.
- Drafts purchase orders and contracts for approval by the Procurement Officer; if required, prepares submissions to the Chief of Mission Support or Contracts Committee for review and subsequent approval by the authorized official.
- Assists relevant officers in more complex, higher value requirements; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.
- Maintains relevant internal databases and files; keeps track of contractual agreements, systems contracts, etc. as required. Assists with contract administration.
- Researches, retrieves and presents information and data from a range of internal and external sources on market potential, sources of supply, vendors by commodity, etc.
- Drafts routine correspondence, assists with reporting, procurement plans, workplans and procedures, attends to filing and archiving.
- Performs other duties as assigned.

Competencies

- **Professionalism:** Shows pride in work and 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 & 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

High school diploma or equivalent is required. A certificate of procurement or Contract management training is desirable.

Work Experience

At least five (05) years of experience in procurement, administrative services or related area.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required. knowledge of the other is desirable.

Assessment

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