



Procurement and Admin Associate, GS6, FTA, Suva, Fiji

Job title:	Procurement and Admin Associate
Level:	GS6
Position Number:	00132973
Location:	Suva, Fiji
Full/Part time:	Full time
Fixed term/Temporary:	Fixed-term
Rotational/Non Rotational:	Non Rotational
Duration:	One year with possible extension subject to performance

The Position:

The Procurement and Admin Associate provides solutions to a wide spectrum of complex issues related to procurement, Human resources and administration. You will focus on timely procurement processes for projects with large procurement volume, facilitate a working environment conducive to achieving and maintaining high morale among staff to meet the goals of the work of UNFPA in the country.

Under the overall guidance of the International Operations Manager and direct supervision of the Administrative Associate, you will provide support to office operations performing a variety of standard administrative processes ensuring high quality and accuracy of work.

You will work in close collaboration with the Operations and Programme staff in the PSRO to exchange information and ensure consistent service delivery.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

Working within a Country Office environment, you will be responsible for the management and effective delivery of procurement services in order to obtain the best value for money for the UNFPA country programme procurement.

You will provide leadership in the execution of the full range of human resources services, ensuring their transparency and integrity, and promote a collaborative, client-oriented approach and facilitate the maintenance of high staff morale.

You will ensure efficient operation of the Unit through a variety of tasks related to enhancing the country office administrative services, including those related to travel and protocol.



You would be responsible for:

- Ensuring full compliance of procurement activities with UNFPA rules, regulations, policies and strategies;
- Performing the role of the Procurement focal point for PSRO;
- Organizing procurement processes, including compilation and preparation of procurement plans to solicit requests for quotations, invitations to bids, or requests for proposals, and their respective receipts, their evaluation, and negotiation of certain conditions of contracts in full compliance with UNFPA rules and regulations;
- Preparing purchase orders, contracts and LTAs for the goods and services to be received/rendered;
- Preparing submissions to the Contracts Review Committee;
- Preparing reports on procurement in programme and project meetings, including quarterly and annual procurement checklists; procurement logs and maintaining a proper filing system ensuring safekeeping of confidential materials;
- Entering vendor's information in vendor portal with full compliance of requirements, and complete vendor assessments on a regular basis;
- Maintaining and updating the rosters of suppliers and experts; quality and performance measurement mechanisms of the rosters;
- Contributing to knowledge networks and communities of practice. Provide sufficient guidance and adequate support to country based staff in undertaking local procurement in the countries, identify procurement gaps and make suggestions for improvement;
- Monitoring Procurement and SIS dashboard indicators and take appropriate actions to avoid exceptions;
- Ensure full compliance of HR processes as per UNFPA/UNDP regulations, rules, policies and strategies;
- Providing inputs to the CO business processes mapping and Standard Operating Procedures (SOPs) in HR management in consultation with the direct supervisor and office management;
- Providing support to prepare vacancy announcements in compliance with HR matrices;
- Compiling relevant ICs documentation (national and international) and providing support for the issuance of ICs contracts;
- Providing support in tracking of all transactions related to positions, recruitment, benefits, earnings/deductions, retroactivity, recoveries, adjustments and separations;
- Making follow ups with UNDP on issuance of contracts and PAFs and provide support to update and maintain the CO staffing table and organization chart on a regular basis;
- Providing support for the monitoring of overall office absence management;
- Playing a key role in obtaining work permit visa, entry visa and other related documents for the PSRO personnel and dependents;
- Maintaining proper filing system for HR records and documents;
- Performing the role of the office Asset focal point, ensuring proper maintenance of records on assets management, providing timely support on asset management exercises to ensure the asset dashboard is clean; supporting the mid-year and annual assets certification;
- Ensuring timely and proper management of common premises and common services via the Country Office Real Estate Management (COREM) database;
- Preparing contracts, agreements and memorandum of agreements related to common premises and suppliers;
- Performing any other activities as asked by the supervisor.

Qualifications and Experience:



Education:

Completed secondary level education is required; A first level university (Bachelors) degree in procurement, Public/Business Administration or any other relevant field is desirable.

Knowledge and Experience:

- Six years of relevant professional experience in procurement, logistics, Human Resource management, operations management and administration;
- Experience in the usage of computers and office software packages and advance knowledge of web based management systems;
- Experience in working with the UN or development agencies is desirable;
- Certification in procurement, and Chartered Institute of Procurement and Supply (CIPS) certification any other specialized training in Procurement will be an advantage

Languages:

Fluency in English is required and knowledge of the local language is an asset.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing logistical support • Providing procurement services • Managing documents, correspondence and reports • Managing information and work flow • Planning, organising and multitasking • Supporting financial and data analysis
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact 	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave and other benefits as applicable.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

DocuSigned by:

Jennifer Butler

D460B6C9F1D4480...

13-Jul-2021