



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2023-0913

29 June 2023

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: for Joel Cohen 
Chief of Mission Support

Subject: **Job Opening # 209051 – Senior Procurement Assistant (G7)**

1. Please find herewith, the details for the following job opening:

<u>Post Title</u>	<u>Office/ Section</u>
Senior Procurement Assistant, G7 JO# 209051	Supply Chain Management Pillar

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform no later than **23 July 2023.**

3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.



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29 June 2023

Post Title:	Senior Procurement Assistant	Work Base:	UNPA
Office:	Supply Chain Management	Category:	General Services
Job Opening#:	209051	Level:	GL7
Duty Station:	Nicosia HQ and Sectors	Deadline:	23 July 2023
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=209051&PostingSeq=1

Posting Title : Senior Procurement Assistant, G7
Job Code Title : Senior Procurement Assistant
Department/ Office : United Nations Peacekeeping Force in Cyprus
Duty Station : NICOSIA
Posting Period : 24 June 2023 - 23 July 2023
Job Opening number : 23-PRO-UNFICYP-209051-R-NICOSIA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in the United Nations Peacekeeping Force in Cyprus (UNFICYP), duty station Nicosia. The Senior Procurement Assistant reports directly to the Chief of Section, Procurement or her/his designate.

Responsibilities

1. Plan procurement actions for assigned projects, some of which are highly complex:
 - a) Review, record and prioritize purchasing requests to ensure compliance against procurement principles of the United Nations Financial Regulations and Rules (UNFRR), obtain additional information and or documentation as required, provide assistance to requisitioners in preparing scope of work and specifications of goods and services and how to develop the Source Selection Plan in order to ensure the implementation of Best Value for Money principal through discussions and negotiations with sections and other clients;
 - b) Prepare and finalize Source Selection Plan;
 - c) Produce tender documents (e.g. Invitation to bids, Request for Proposals and Request for Quotations) based on the nature of the requirements and cost of procurement involved.
2. Compile and present procurement data for presentations and/or report monitoring:
 - a) Follow up with sections to expedite the process of technical evaluation;
 - b) Submit upon initial screening technical proposals to the requisitioner or the TEC for technical evaluation;
 - c) Prepare and analyze abstracts of offers and compile data contained in quotations, proposals

and bids to determine which vendor could deliver the required goods/services at the best terms and lowest costs possible;

d) Prepare presentations for review and clearance by Chief Procurement Officer (CPO) and present to Local Committee on Contracts LCC and / or HCC in respect of all proposed contract awards exceeding the Procurement unit's authority, and obtain recommendation for approval from the Contracts Committee (LCC and/or HCC).

3. Draft and issue Contracts; and post-award financial management:

a) Draft Service/Project Contracts, Lease Agreements, Blanket Purchase Agreements, Amendment to the Contract and BPA's, Prepare Statement of Awards, Ensure that Contracts/BPO are timely renewed;

b) Execute personal delegation of authority by issuing purchase orders and contracts, and, in cases where the amount exceeds authorized signature authority, prepares documents for review and subsequent approval by the authorized official;

c) Resolve issues/problems related to delivered goods / rendered services, including discrepancies between contracts/purchase orders and articles received; prepare, sign and return to vendor forms for unacceptable services and/or goods received;

d) Monitor POs and contracts including follow up actions and follow up for timely delivery of goods and services. Raise Change Order if required;

e) Follow up with requisitioner for completeness and submission of vendor performance report after completion of the order / contract and take appropriate action; provide support and guidance to the Technical Units by attending to meetings with the Technical Units to address critical issues;

f) Maintain relevant internal database and files, keeps track of any contractual agreements and informs respective contract management officials and end users of contractual rights and obligations, monitor deadlines (e.g. delivery dates, expiry dates, renewal dates, etc.) taking appropriate and timely action to ensure timely delivery. Monitor the implementation of the Mission's Acquisition Plan in cooperation with the Technical Units.

4. Procurement Section management's support:

a) Keep abreast of new guidance related to procurement practices, policies and thresholds and, after a review with the CPO, provide guidance and ensure the appropriate implementation of changes by procurement staff

b) Acts as a first-level supervisor to the buyers within the Procurement Section

c) Review, prioritize and assign purchasing requests to the Buyers, review procurement documents prepared by the Buyers, ensuring Compliance with applicable regulations and rules and the implementation of Best Value for Money principle;

d) Monitor the status of outstanding cases, ensuring timely reviews of activity in line with the pre-established procurement planning and the operational needs of the Mission;

e) Provide technical advice and suggested course of action to the Buyers as deemed necessary.

f) Assist the Chief of Section, Procurement in monitoring controls and identify and mitigate potential issues for all Procurement compliance policies and procedures;

g) Maintain positive interactions and communications with the Office of Internal Oversight Services (OIOS) and the Board of Auditors (BOA). Facilitate audit examinations by compiling and presenting procurement information to the Chief of Section, Procurement review and validation; assist the CPO in the follow-up of audit recommendations

implementation.

h) Act as a focal point of the Procurement Section when and if required.

i) Perform other duties as assigned by CPO and/or her/his designate.

Competencies

Professionalism: Knowledge of procurement policies, processes and procedures and of purchasing and accounting techniques. Knowledge of financial rules and regulations and ability to research and gather information from a variety of standard sources and to apply good judgment in the context of assignments given. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

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.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Education

High school diploma or equivalent is required. A certificate of procurement or contract management training is desirable. Completion of Chartered Institute of Purchasing and Supply (CIPS) Level 4 diploma or equivalent professional certification is desirable.

Job Specific Qualifications

Work Experience

A minimum of ten (10) years of progressively responsible experience in procurement, contracts management, supply chain or related areas is required
Experience working with an Enterprise Resource Planning (ERP) system in the area of purchasing and/or supply chain is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

Assessment

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

Special Notice

Applicants in the General Service category shall meet the relevant employment requirements of the host country (Republic of Cyprus), including fulfilling visa or work permit stipulations.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff.

Female candidates are strongly encouraged to apply for this position.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural or ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information

pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.