



| Temporary Job Opening (TJO) for Procurement Assistant UNSMIL-GS-5-TJO-50/2017 (Open for 15 days) | |
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| Title: | Procurement Assistant, Two (2) Posts |
| Level: | GL-5 |
| Duty Station: | Tunis |
| Section: | Procurement Unit |
| Date of Issue: | 18 December 2017 |
| Deadline for applications: | 05 January 2018 |
| <u>Women candidates are strongly encouraged to apply to the mentioned position</u> | |
| HOW TO APPLY: | <p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11) obtainable at the following web site: http://tinyurl.com/unsmil-p11)</p> <p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS-5-TJO-50/2017)</p> |
| ORGANIZATION SETTING AND REPORTING: | <p>This position is located within the Office of the Chief of Mission Support in the Procurement Section in the United Nations Support Mission in Libya (UNSMIL). The position is based in Tunis, Tunisia. The incumbent will be under the overall guidance of the Chief Procurement Officer (CPO) and direct supervision of the immediate supervisor.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p> |
| JOB DESCRIPTION: | <p>The Procurement Assistant will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Reviews, records and prioritizes purchasing requests and obtains additional information and or documentation as required; provides assistance to Self-Accounting Units (SAUs) requisitioners in preparing scope of work and specifications of goods and services and development of technical evaluation criteria enabling best value source selection; • Monitors status of existing requisitions, maintain contact with suppliers to ensure timely delivery of goods and services; coordinates shipment of goods/commodities/equipment to final destination, verifies receipt and inspection of deliverables and accurately reports, as and if required; • Produces tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of the requirements and cost of procurement involved; |



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| | <ul style="list-style-type: none"> • Prepares 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 with due consideration to quality, delivery time, prompt payment and other discounts, transportation costs, etc. • Prepares presentations for review and clearance by CPO and present cases to Local/Headquarters Committee on Contracts in respect of all proposed contract awards exceeding the Procurement Section’s delegated authority; • Drafts and finalizes purchase orders and contracts for approval by the Procurement Officer; • Resolves issues/problems related to delivered goods/ rendered services, including discrepancies between contracts/purchase orders and articles received; prepares and signs Return to Vendor forms for unacceptable services and/or goods received; • Maintains relevant internal databases and files; keeps track of any contractual agreements and informs respective contract management officials and end users of contractual rights and obligations; • Researches, retrieves and presents information on availability, specifications, terms and conditions and potential sources of supply for new products and equipment on the market using variety of internal and external sources; • Maintain records, prepare/draft a variety of correspondence, faxes, reports and documents on procurement related issues; • Drafts routine correspondence and assist in all admin tasks related to the Section. • Perform other duties as assigned. |
| <p>COMPETENCIES:</p> | <p>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. 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. Knowledge of purchasing and accounting techniques. Ability to research and gather information from a variety of external and internal sources. Good analytical and problem solving skills. Maintains confidentiality.</p> |



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Mission In Libya
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| | <p>Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.</p> |
| | <p>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.</p> |
| QUALIFICATIONS: | <p>Education High school diploma. Procurement certification and/or training is desirable.</p> <p>Experience: At least Five (5) years of practical experience of procurement, logistic, administrative services, or closely related area, preferably with the United Nations or an international organization.</p> <p>Language: Fluency in spoken and written English and Arabic.</p> <p>Other Requirements: Proficiency in computer based applications such as Word and Excel in particular.</p> <p>Important This vacancy is open for Tunisian Nationals and Non-Tunisian nationals who have a valid work permit to work in Tunisia.</p> |
| SPECIAL NOTICE: | <p>Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.</p> |

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**ADDITIONAL
INFORMATION:**

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.