VACANCY ANNOUNCEMENT # 2012-008
Procurement Assistant (National Position)
Level (ICS-5)
Jerusalem/OCHA oPt

Contract: Fixed Term Contract, ICS-5
Duty Station: Jerusalem
Duration: One year with possibility of extension
Starting Date: As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA oPt office has expanded its presence. Though its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures including sector and cluster coordination and national level coordination, both operational and policy.

Under the guidance and direct supervision of the Head of Administration, the Procurement Assistant provides procurement services ensuring high quality and accuracy of work.

The Procurement Assistant works in close collaboration with the Administration, Field Coordination Units and other units within the OCHA oPt office and UNDP procurement office to ensure consistent service delivery.

The incumbent will be responsible for the following duties:

- Implementation of operational strategies
- Support to procurement processes
- Control of CO Assets
- Contribution to the implementation of sourcing strategy

1. Ensures the implementation of operational strategies, focusing on the achievement of the following results:

   - Full compliance of procurement activities with UN/OCHA rules, regulations, policies and strategies.
• Provision of inputs to the CO Procurement business processes mapping and elaboration of internal Standard Operating Procedures (SOPs) in Procurement in consultation with the direct supervisor and office management.

2. **Supports procurement processes for UN/OCHA focusing on the achievement of the following results:**

   • Provision of inputs to preparation of procurement plans for the office.
   • Support to organization of procurement processes including preparation of RFQs, RFPs documents, receipt of quotations, and their preliminary evaluation.
   • Preparation of Procurement requests with clear specifications to be sent to UNDP procurement department.
   • Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.

3. **Contributes to implementation of sourcing strategy focusing on the achievement of the following results:**

   • Update of the rosters of suppliers

4. **Ensures proper control of CO Assets focusing on the achievement of the following results:**

   • Property Management in line with IPSAS 17 implementation
   • Preparation of inventory reports twice a year
   • Implementation of Inventory and physical verification check-up in the Country Office and Field Offices
   • Issuance of vouchers to staff upon receipt of equipment
   • Follow up with Geneva and UNDP-CAP Section for clearance of inventory write off and disposals
   • Perform other duties as required by the supervisor

**Corporate Competencies:**

• Demonstrates commitment to UNOCHA’s mission, vision and values
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Functional Competencies**

**Knowledge Management and Learning**

• Shares knowledge and experience
• Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills
Development and Operational Effectiveness

- Ability to perform a variety of repetitive and routine tasks and duties related to arrangement of meetings, office and vehicle maintenance and general administration work.
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Strong IT skills

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

Education:

Secondary Education. University Degree in Business or Public Administration would be desirable, but is not a requirement.

Experience:

3 to 5 years of relevant administrative experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of automated procurement systems, experience in handling of web based management systems.

Language requirements:

Fluency in the UN and National language of the duty station.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org.

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA.

2. Completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. The UN P-11 form can be found on OCHA’s website: www.ochaopt.org
It would be appreciated if you stated your full name and the OCHA vacancy notice number (2012-008) as the subject in your e-mail application.

Only qualified candidates should apply and only those who have been shortlisted will be contacted.

**CLOSING DATE FOR APPLICATIONS: 22 December 2012**

Applications received after this date will not be considered.

**Women are encouraged to apply**