



UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2009/NPC/PO-ICA
Post Title	Procurement Officer
Post Level	Local Individual Contractor Agreement - ICA Specialist (local position)*
Org Unit	Latin America and the Caribbean Office, Nicaragua Project Centre
Duty Station	Managua, Nicaragua
Duration	01 year
Closing Date	3 March 2009

Background

UNOPS Nicaragua Project Centre (NIPC) provides services to National, Provincial and Municipal Governmental entities of the country, International Financial Institutions, the UN System, the donor community and others, for the procurement of goods and services, the construction of civil works, the rehabilitation of infrastructure and other project implementation activities.

The Procurement Officer reports directly to the Nicaragua Operations Centre (NIPC) Manager. The Procurement Officer performs the following tasks:

Duties and Responsibilities

- Compliance of procurement activities with UN/UNOPS rules, regulations, policies and strategies; implementation of the effective internal control, analysis of parameters in support of proper design and functioning of a client-oriented procurement management system.
- PC Procurement business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement, control of the workflows in the Procurement Unit in coordination with supervisor.
- Analysis and proposals on cost saving and reduction strategies in the PC
- Analysis and proposals on elaboration of contract strategy, sourcing strategy, quality management, supplier selection, improvement of procurement processes in the PC.
- Analysis of information for preparation of procurement plans for the office and projects and monitoring of their implementation.
- Organization and implementation of the procurement process of each project, including preparation of terms of reference, publication of procurement calls and bidding invitations, receipt of offers and quotations and their corresponding evaluation, in full compliance with UNOPS rules and regulations; all in coordination with the Programme Officer.
- Preparation of lists of suitable firms, institutions and individual consultants that would be invited to participate in the procurement processes; all in coordination with the Programme Officer and/or NIPC Manager



- Coordination and participation in meetings with clients and/or bidders to examine procurement activities and provide them with necessary information;
- Evaluation of the guarantees provided by bidders and management of the guarantee requirements after awards are made;
- Participation in the reception of offers, draft of procurement meetings summaries;
- Issuance of recommendations to the Programme Officer and /or NIPC Manager for contracts awards;
- Participation in negotiations with successful bidders;
- Issuance of contracts for successful bidders, after obtaining the necessary clearances. Management and follow-up of contracts and purchase orders;
- Upload of information in HQCPC system to obtain clearance of Regional Director, in coordination with Programme Officer.
- Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Follow up on timely corrective actions on POs with budget check errors and other problems.
- Elaboration of proposals and implementation of the procurement processes monitoring system and mechanisms to eliminate deficiencies in procurement.
- Provision of necessary information for the processing of purchase orders and payments;
- Coordination for the effective delivery of goods and services, necessary inspections and the final liquidation;
- Monitoring of project costs and recommendation of actions to be undertaken for the successful execution of the project;
- Preparation of letters and memoranda, maintaining adequate records on procurement issues;
- Issuance of report on procurement matters and overall project execution;
- Control of all supporting procurement documents needed for audit and review processes.
- Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation criteria, quality and performance measurement mechanisms.
- Implementation of e-procurement module.
- Participation in the organization of training for the operations/ projects staff on Procurement.
- Synthesis of lessons learned and best practices in Procurement.
- Contributions to knowledge networks and communities of practice

Required Selection Criteria

Competencies

- Takes ownership of responsibilities and honors commitment.
- Shows strong corporate commitment – works to achieve the goals of UNOPS as a whole, making significant contributions to corporate priorities or initiatives led by other UNOPS offices
- Focus on clients' services, keeping them informed of procurement progress or setbacks. Actively interact with clients to solicit feedback and gauge client satisfaction.
- Keen sense of ethics and integrity in dealing with clients and suppliers.
- Meets timeline for delivery of products and services to clients.
- Good team player and strong interpersonal and communication skills.
- Commitment to excellence and high quality results.
- Experience in procurement processes and activities.
- Ability to apply technical skills to ensure effective delivery of services.
- Ability to actively interface with internal and external clients and partners to meet work objectives.
- Desirable knowledge of ERP system. Strong IT skills.

Education/Experience/Language

- Advanced University degree in business/commerce, economics, engineering and other work related sciences or a First University degree in related fields combined with extensive experience in similar responsible position



- 2 years responsible experience in a business environment in procurement services, marketing, project management or customer relations in either public or private sector International organizations.
- Fluency in verbal and written Spanish and advance knowledge of English.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), to lco@unops.org via e-mail. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

*** Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.**

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.