



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	60/12/2017
Post Title	Procurement Assistant
Level	GL-5 (Fixed-Term)
Organizational Unit	Procurement Section
Location	Kabul HQ
Number of post	01
Issuing Date	16/12/2017
Closing Date	30/12/2017

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

QUALIFICATIONS AND EXPERIENCE

Under the supervision and general guidance of a more Senior Procurement Assistant or Procurement Officer, the incumbent will perform the following functions:

- Provides procurement, logistical and administrative support to a team of Procurement Officers in the acquisition of a wide variety of goods and services.
- Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; determines the availability of vendors and funding sources.
- Monitors status of existing requisitions, maintains contact with suppliers to ensure timely delivery of goods and services, coordinates shipment of goods/commodities/equipment to HQ and field missions, 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 requirements and cost of procurement involved.
- Prepares abstracts of offers and compiles data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of Procurement Officers.
- Finalizes purchase orders and contracts for approval by the Procurement Officer; may authorize purchases in line with delegated signature authority, and, if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official.
- Assists relevant officers in more complex, higher value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.
- Maintains relevant internal databases and files; keeps track of any contractual agreements, systems contracts, etc. and informs affected users of contractual rights and obligations.
- Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market.
- Drafts routine correspondence.
- Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required. A certificate of procurement or contract management training is desirable.

Work Experience: At least four (04) years of progressively responsible experience in procurement, administrative services or related area.

Languages: Working knowledge in written and oral English is required. Fluency in Dari or Pashtu is required.

Special Measure:

The minimum work experience for GL-5 is reduced to 4 years, instead of the standard minimum requirement work experience of 5 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ is extended until 31 May 2018, reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. 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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behaviour.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

Planning & 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.

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.

APPLICATIONS

- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_support@un.org
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.**
- **Applicants should indicate VA Number and Post Title on the email subject**

line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.

- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

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.