



WORLD HEALTH ORGANIZATION

VACANCY ANNOUNCEMENT

GENERAL INFORMATION

Functional Title:	Procurement Assistant	First Level Supervisor:
Classified Grade:	GS6	Unit: EM_PSE
Last update:		Duty Station: Gaza

ORGANIZATIONAL SETTING

1. Background and Justification

To provide support to the country office in the timely procurement of goods & services ensuring effectiveness, transparency, and integrity of the procurement process

2. Job Description

To ensure that effective WHO country presence is established to implement WHO country cooperation strategies that are aligned with Member State's health and development agendas, and harmonized with the United Nations country teams.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will work under the direct supervision of the National Professional Officer, Head of Gaza Sub Office and the overall supervision of the Head of Office in a normal office environment. Guidance is provided in the form of procurement guidelines and administrative instructions. The incumbent performs day to day and routine tasks independently. Complex issues or exceptions from established procedures are discussed and resolved with the supervisor.

Although established procedural and office guidelines are available, the incumbent is expected to exercise considerable judgement and initiative in the application and interpretation of the guidelines and select an approach to work where precedents do not exist

FUNCTION 1 (INCL. EXPECTED RESULTS)

The incumbent will perform the following duties:

1. Identify the proper procurement method and potential suppliers.

2. Issue offer solicitations, communicate and negotiate with suppliers when needed.
3. Evaluate and analyze the received offers and recommend the awarded suppliers.
4. Ensure that the prices are reasonable and that the technical/admin clearances are obtained
5. Prepare the adjudication reports with recommendations for review and approval.
6. Create and process requisitions for both catalogue and non-catalogue items in an efficient manner, monitor status and ensure timely process of requests and delivery of goods and services. Initiate purchase order amendments when required, provide justification and upload supporting documents in ECM.
7. Analyze and process requests for procurement of goods and services for different technical and emergency programmes, ensure adherence to the standard WHO guidelines on procurement, accuracy of information, completion of required supporting documents and check availability of funds.
8. Prepare requests for price estimates for non-catalogue items, obtain estimated costs from the Regional Logistics and Supply Unit or HQ, and implement related procurement decisions taken by technical units and supervisor.
9. Provide technical units and country office with the estimate cost of needed supplies/services to estimate their budgets
10. Arrange for the meetings of the Country Procurement Committee by identifying with partners suitable dates, compiling and disseminating necessary background documents related to the cases to be presented.
11. Maintain and update the suppliers' database including completion of the supplier evaluation forms for all suppliers contracted by WHO Gaza office.
12. Generate procurement reports and briefings on the status of all transactions for the review of the supervisor. Initiate correspondence to verify data, answer queries, alert supervisor/technical units of any gaps in the transactions, and recommend solutions.
13. Logistical arrangements for transporting and entering goods into Gaza.
14. Act as a backup for customs clearance and logistical arrangements for importing goods.
15. Support the logistic work arrangements and organization of conferences, seminars, meetings and other events implemented in Gaza.

WORK RELATIONS AND PARTNERSHIPS

To provide and request information on procurement
 To follow up on submitted procurement requests and delivery of goods/service.
 Assist with enquiries as follows :

Within unit/division ,Within Organization at duty station Within
 Organization outside duty station

QUALIFICATIONS

- Ability to work independently, manage and prioritize in difficult and complex situations and especially under pressure.
- 2) Proven knowledge of procurement regulations and procedures
 - 3) Proven problem solving and analytical capacity and strong attention to detail.
 - 4) Demonstrated ability to document and communicate, in both verbal and written form, to various levels in the organization including senior management
 - 5) Demonstrated negotiation skills
 - 6) Very good organizational skills, ability to meet deadlines

EDUCATIONAL BACKGROUND

Essential:

Completion of secondary education, supplemented by training in procurement/logistics

Desirable:

University degree in business administration, social sciences or a related field is an asset

PROFESSIONAL EXPERIENCE AND KNOWLEDGE

Essential:

At least eight years' experience in procurement

Desirable

Relevant experience in the UN system.

LANGUAGE SKILLS

Excellent knowledge of English and the local language.

COMPETENCIES

- 1) Producing results
- 2) Communicating in a credible and effective way
- 3) Fostering integration and teamwork
- 4) Knowing and managing oneself
- 5) Moving forward in a changing environment

APPLICATION DETAILS

Appointment Type: Temporary Appointment for 18 months

Applications must be submitted **by 26th April 2017** to <http://jobs.undp.ps/>

Applications must be in English and include your CV.
Only Palestinians are eligible to apply.

WHO HAS A NON-SMOKING WORK ENVIRONMENT