Job Description: Procurement Assistant
Post Title: Procurement Assistant
Type of Contract: UNOPS / LICA
Level: LICA 4-1
Gross Pay: BRL 7,794.00
Duration: 9 months (initial), renewable
Duty Station: Brasília - DF

Organizational context

The new UNFPA country programme for Brazil was approved by the Executive Board for a five-year period of 2017-2021 and covers 4 strategic areas: Sexual and Reproductive Health; Adolescents & Youth; Population Dynamics which includes South-South Cooperation in support of the ICPD agenda.

At the same time, the UN in Brazil signed a new Development Assistance Framework (UNDAF) covering the same 5-year period as the UNFPA CPD (2017-2021). UNFPA Brazil was nominated to coordinate the 1 of the 5 strategic areas, the People pillar. In addition, UNFPA is chairing the Government/Interagency working group on Youth and the Government/Interagency working group of HIV/AIDS. Furthermore, UNFPA is co-chairing the Brazilian Chapter of the Global Health Partnership - H6.

Since 2015 Brazil is undergoing a period of political and economic instability, which has significantly impacted UNFPA’s ability to mobilize resources from the Government to implement the Country Programme. In this context of declining core resources, UNFPA is obliged to move more decidedly than ever into the global multilateral arena of non-core resource mobilization. Beyond the corporate shift, this requires UNFPA at country office level to embrace a mode of engagement and a way of doing business internally, which departs from the traditional UNFPA operation. As such, various new internal processes as well as profiles need to be adapted, at programmatic, operational and communications levels. New frameworks as well as a new business culture need to be adopted. This poses several internal challenges the CO team must overcome in conjunction with the external political, social and economic circumstances in Brazil.
Summary of main functions

Under the guidance and direct supervision of the Operations Manager, the Procurement Assistant is responsible for effective delivery of procurement services in order to obtain the best value for money in large offices. He/she analyzes and interprets the procurement rules and regulations and provides solutions to a wide spectrum of complex issues related to procurement. The Procurement Assistant promotes a collaborative, client-focused, quality and results-oriented approach in the Unit.

The Procurement Assistant works in close collaboration with the Management Support and Business Development, Operations, Programme and project teams in the CO, UNFPA HQs staff and Government officials to successfully deliver procurement services.

Duties and Responsibilities:

1. **Contributes to the elaboration and implementation of operational strategies focusing on achievement of the following results:**
   - Full compliance of procurement activities with UNFPA rules, regulations, policies and strategies; elaboration of the effective internal control, proper design and functioning of a client-oriented procurement management system;
   - CO Procurement business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement, control of the workflows in the Procurement Unit;
   - Analysis of requirements and synthesis of proposals for cost saving and reduction strategies;
   - Synthesis of proposals and implementation of contract strategy in the CO including tendering processes and evaluation, contractor appraisal, managing the contract and contractor, legal considerations and payment conditions, risk assessment;
   - Implementation of the strategic procurement in the CO including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, and promotion, performance measurement and vendor assessments.

2. **Provides support and guidance to procurement processes for UNFPA CO focusing on achievement of the following results:**
   - Timely and duly preparation of procurement plans for the UNFPA CO and projects and monitoring of their implementation, including submission on e-tendering systems and quarterly reviews;
   - Preparation/revision of all terms of references/technical specification and evaluation criteria regarding acquisition on behalf of UNFPA requests;
   - Provide advice for all Programme Officers of UNFPA CO Brazil, regarding procurement issues;
   - Focal point for Purchase Order (PO) creation on Atlas System;
   - Implementation of proper monitoring and control of procurement processes including organization of local Canvass and RFQ, receipt of quotations, their evaluation, negotiation of certain conditions of contracts in full compliance with UNFPA rules and regulation;
• Liaison with the Joint Operations Facility (JOF) - implementation of proper monitoring and control of procurement processes including organization of process to be conducted by JOF as RFQ, ITB and RFQ, including their evaluation, negotiation of certain conditions of contracts in full compliance with JOF and UNFPA rules and regulation;
• Provide support in managing procurement contracts and amendments;
• Contribute to the management of meetings regarding contracts negotiations, including advices in cases where troubleshooting is necessary;
• Support the 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;
• Liaison with PSB for all procurement process and activities that must be appreciated and reviewed by PSB;
• Preparation of cost-recovery bills in Atlas for procurement services provided by UNFPA to other Agencies;
• Keep record of all Local procurements, JOF procurement, contract and amendment’s, in line with the UNFPA new Policies;
• Perform hiring monitoring per vendor to ensure that legal person hires are in accordance with the modality and threshold applied.

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

• Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms and vendor assessment;
• Support in the management of e-procurement module;
• Support in the managements of quarterly procurement reviews on the UNFPA Systems.

4. **Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:**

• Organization of trainings for the operations/ projects staff on Procurement;
• Synthesis of lessons learnt and best practices in Procurement;
• Sound contributions to knowledge networks and communities of practice;
• Share with UNFPA Staff all procurement rules and policies revisions.
Work relations

Internal contacts include the Operations Manager, the country office programme/technical team, the Senior Management Team (SMT), UNFPA Latin America and Caribbean Regional Office (LACRO), and Procurement Services Branch (PSB).

Job requirements

Required Skills and Experience:
- First level university degree in any area, provided the required skills and experience are met;
- A minimum of 1 year of relevant professional experience (at the national or international level) in procurement and contract management;
- Proficiency in office applications (word processing, spreadsheet and presentations);
- Fluency in Portuguese and English;
- Availability to travel on business.

Skills and Experience that are considered as assets:
- First level university degree in Business Administration, Public Administration, Economics or Accounting;
- Additional years of relevant professional experience in procurement and contract management;
- Proven experience with UN procurement and contract modalities (e.g. Shopping/Canvass, Request for Quotation, Request for Proposal, Invitation to Bid, Long-Term Agreement, Contract for Service Provision, Acquisition of Goods, or similar);
- CIPS (Chartered Institute of Procurement and Supply) Certification (any level);
- Experience with ERP Systems (Atlas, SAP);
- Working knowledge of Spanish.
Corporate Skills

- **Integrity, Ethics and Values**
  - Act in accordance with UNFPA and UN values, administrative rules, code of conduct and ethical principles.
  - Exercise critical judgment when handling operational data focusing on the better fulfillment of UNFPA's mandate and securing information confidentiality.
  - Conflict Management / Negotiating and Resolving Disagreements.
  - Building support and political acumen.
  - Creativity and innovation.
  - Team work.
  - Effective Communication.
  - Managing conflict.
  - Knowledge Sharing.
  - Fair and transparent decision making.

- **Client/Partner Orientation**
  - Contribute to the achievement of positive results for clients and partners by anticipating needs and concerns, and responding to them efficiently.

- **Sensitivity to cultural diversity**
  - Demonstrate inclusive behavior with colleagues and stakeholders by successfully developing cross-cultural relationships.
  - Be adaptable and sensitive to political, religious and cultural differences.
  - Actively promote equity and gender diversity in all activities.

- **Innovation**
  - Demonstrate curiosity and creativity when solving administrative problems.
  - Communicating Information and Ideas
  - Self-management and Emotional Intelligence
  - Be tolerant with different points of view and understand the role of operations as an evolving area of UN reform which contributes to a more effective and efficient implementation.

- **Accountability**
  - Be accountable for handling confidential information in support of UNFPA's work in Brazil.
  - Ensure information is correctly collected, recorded and used to minimize errors and strengthen implementation.
  - Appropriate and Transparent Decision Making
Basic Skills

- **Achieve results**
  - Seek ways to optimize the use of resources and ensure the correct execution of policies.
  - Promote actions to ensure that daily activities are executed on time.

- **Focus on problem solving**
  - Actively support operational services and promote exchange of information with programme units.
  - Support the implementation of appropriate solutions in support to UNFPA operations, focusing on practices that have the potential to enhance existing systems and that can lead to the identification of corrective measures to solve problems.

- **Working in a Team and Managing Relationships**
  - Promote team harmony by collaborating with colleagues and paying due consideration to ideas from other members.
  - Stay calm and focused even under pressure.
  - Take advantage of team diversity to achieve better and more innovative results.
  - Demonstrate resilience when dealing with complex and urgent tasks.
  - Ability to work independently and as part of a team.

- **Communication for impact**
  - Effective Communication
  - Encourage and actively engage in open, objective discussions demonstrating the ability to see problems and situations from the perspective of team members.
  - Express ideas clearly and encourage open dialogue in order to develop better solutions without undermining peer relationships.
  - Excellent writing and communication skills.
  - Good research skills and ability to synthesize information.
How to apply

The job application link will be available on the UNFPA Brazil website (https://brazil.unfpa.org/pt-br/vacancies), when clicking on the link, it is necessary to fill in the Google Forms and attach the requested documents.


Important notes

Only applications made using the P11 form and submitted within the deadline will be considered.

UNFPA is committed to human diversity in terms of gender, nationality and culture. People from minority groups, indigenous people and people with disabilities are encouraged to participate in the selection process. All applications will be analyzed with complete confidentiality.

Due to the high volume of applications, individual receipt confirmation is not possible. Only a limited number of pre-selected candidates will be contacted.

Candidates must be of Brazilian nationality or have legal authorization to work in the country.

UNFPA does not charge any type of fee to participate in this process. UNFPA does not solicit or search for individual information about HIV or AIDS and does not discriminate against HIV-positive people. UNFPA offers equal opportunities to all applicants and encourages Afro Descendants and women to apply.