



## JOB DESCRIPTION

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<b>Official Job Title:</b>	<b>Procurement Analyst</b>	<b>Duty: Amman-Jordan</b>
<b>Grade (Classified)</b>	<b>ICS-8 - NOA</b>	<b>CCOG:</b>
<b>Post Number:</b>	<b>114313</b>	
<b>Post Type:</b>	<b>Fixed – Term</b> <input type="checkbox"/> <b>Rotational</b> <input checked="" type="checkbox"/> <b>Non-Rotational</b>	
<b>Classification Authority:</b>	<b>DHR</b>	<b>Date: February 2017</b>

### 1. Organizational Location

The Procurement Analyst is located in UNFPA Jordan Country Office (CO) in Amman and reports to the Operations Manager. S/he is under the overall guidance of the Representative of Jordan CO and direct supervision of the Operations Manager.

### 2. Job Purpose

Under the overall guidance and direct supervision of the Operations Manager, the Procurement Analyst ensures effective delivery of procurement services in the Country Office. He/she analyzes and interprets the financial rules and regulations; procurement policies and guidelines and provides solutions to complex issues related to procurement. S/he promotes a collaborative, client-focused, quality and results-oriented approach in the Unit.

The Procurement Analyst works in close collaboration with the Operations and Programme teams in the CO, Procurement Services Branch staff in Copenhagen; Common Procurement/Log Cluster/Taskforce in the country and coordinate with various units at HQ namely DMS to successfully deliver quality procurement services.

### **3. Major Activities/Expected Results**

**Provides analytical inputs to 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; implementation of the effective internal control, analysis of parameters in support of proper design and functioning of a client-oriented procurement management system.
- Analysis and proposals on cost saving and reduction strategies in the CO.
- Analysis and proposals on elaboration of contract strategy, sourcing strategy, quality management, supplier selection, improvement of procurement processes in the CO.

**Supports management of procurement processes for CO focusing on achievement of the following results:**

- Analysis of information for preparation of procurement plans for the office and projects and monitoring of their implementation.
- Implementation of proper monitoring and control of procurement processes including organization of RFQ, ITB or RFP and (LTAs), receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNFPA rules and regulation.
- 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.
- Implementation of harmonized procurement services and elaboration of proposals/ analysis of requirements on common services expansion in the UN House, introduction of joint procurement for the UN Agencies in line with the UN reform.
- Management of local procurement contracts, upon delegation of authority.
- Preparation of cost-recovery bills in Atlas for procurement services provided by UNDP to other Agencies.
- Manage and supervise supply/chain/logistical work in the office as well as in the field.
- Perform stock checks and physical inventories and assist in disposal of old items adhering to policies and procedures.

**Ensures implementation of sourcing strategy and e-procurement tools focusing on achievement of the following results;**

- 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.
- Ensure compliance with existing e-procurement tools, promotion and performance measurement
- Represent and participate along with Operations Manager in the Common Procurement Team (CPT) in Jordan and implement CPT action plan and recommendations.

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

- Providing advisory services and options to procurement-related and contract-related problems in programme/project implementation, developing innovative solutions when necessary, even where procurement actions were undertaken by the IP; and
- Participation in the organization of training for the operations/ programme staff on Procurement.
- Addressing issues, responding to on-call queries and conducting presentations, briefing, training, orientation to programme units, IP's, business partners on UNFPA policies on procurement, project recruitment, organizational/financial arrangements, and all other information relevant and inherent to the delivery of procurement services;
- Synthesis of lessons learned and best practices in Procurement;
- Contributions to knowledge networks and communities of practice.

#### **4. Work Relations**

The Procurement Analyst maintains collaborative relationships with all operations and programme staff. S/he will also maintain collaborative relations with PSB and HQ.

External contacts including local vendors and suppliers, and other UN agencies in the country.

## 5. Job Requirements

### Required Competencies:

- i) Values: Integrity, commitment, embracing diversity, embracing change
- ii) Core Competencies: Achieving results, accountability, developing professional expertise, analytical thinking, working in teams, communicating for impact
- iii) Required Skill set: Providing conceptual innovation to support programme effectiveness, Facilitating quality programmatic results, Generating, managing and promoting the use of knowledge and information, Managing information and workflow, Planning, organizing and multi-tasking

### **Education:**

- Advanced Degree in Supply-Chain Management; Procurement and Logistics, Business Administration, Public Administration, Finance, Economics, or related field.

### **Experience:**

- At least 2 years progressively responsible experience in Supply Chain management/ procurement operations in a multi-cultural environment namely international organizations is an asset.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Experience in handling of web-based management systems.
- CIPS certification is considered an asset.
- Knowledge of UN procurement policies /procedures is an advantage.

### **Language:**

- Fluency in English and Arabic languages is required.

### **UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply

### **How to Apply:**

Interested Applicants of Jordanian nationality are advised to complete their Personal History Form (P11), which can be downloaded from <http://jordan.unfpa.org> website (**only P11 Form will be considered**). Kindly forward your completed P11 along with a copy of your academic qualifications certificate to the email address [vacancy@unfpa-jordan.org](mailto:vacancy@unfpa-jordan.org) indicating the **Vacancy Number and the Job Title** in the e-mail's subject, before the deadline of **10 April 2017**.