



FAST-TRACK: Procurement Specialist, UNFPA Afghanistan

Job title:	Procurement Specialist
Level:	SB4
Position Number:	New
No of positions:	01
Location:	Kabul, Afghanistan
Full/Part time:	Full time
Contract Modality:	Service Contract
Rotational/Non Rotational:	Non-rotational
Duration:	One year (renewable) subject to availability of funding
Deadline for applications:	28 Dec 2022 – 10 AM AFG Time

The Position

Under the overall guidance and supervision of the International Operations Manager(IOM), and in close collaboration with Operations team, Programme and Implementing Partners (IPs). Procurement Specialist ensures the execution of transparent and efficient procurement and logistics services and processes by adhering to UNFPA policy, standard rules and regulations. The Procurement Specialist will be based in UNFPA Afghanistan Country office (CO) in Kabul.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are



transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The Procurement Specialist will be responsible for supporting the UNFPA Implementing Partners (IPs) in Afghanistan with the procurement and distribution related issues. S/he provides necessary support in close collaboration with programme and operations teams in the CO for resolving all procurement-related issues and information delivery. Under the direct supervision of the International Operations Manager, the Procurement Specialist provides assistance in execution of procurement and distribution services for IPs ensuring their effectiveness, transparency and integrity. The Procurement Specialist supports a client-focused, quality and results-oriented approach in the team and office.

You would be responsible for:

A. Provide necessary assistance for direct procurement of goods and services for the Implementing Partners (IPs)

- Ensure that the Procurement Policy and relevant Procurement legislation are strictly applied. Assist in the development, implementation and monitoring of the Procurement Strategy, Policy and Procedures;
- Develop standards and criteria for the evaluation of goods, services and suppliers, and implement a variety of procurement strategies
- Initiate and follow through on products and services to be procured throughout the project cycle, determine funding requirements, and the establishment of a well-defined delivery schedule;
- Guide the IPs in preparation of Specifications and Terms of Reference
- Support the IPs direct procurement processes as mitigating measure in high risk environment by ensuring a smooth solicitation process where quotes/bids adhere to TORs, SOWs (Statement of Work) or specifications drafted by requesters or programme staff, and adherence to the procurement principles of Best Value for Money (BVFM), competitiveness, transparency, UNFPA's best interest, in compliance with UN sanctions for effective delivery of the country programme;
- Foster competition among suppliers, manage risk and promote cost savings and reduction where possible.
- Conduct market surveys to strengthen the current supply base.
- Create/update vendors in ATLAS/Quantum through vendor portal.
- Issue Purchase Orders (POs) for procurement of goods and services.
- Lead the bid evaluation process and subsequent approval submissions to Local Contracts Review Committee (LCRC) or Contracts Review Committee requirements (CRC).



- Develop and update the rosters of suppliers, implementation of supplier selection and evaluation in line with UNFPA contract management requirement.
- Establish a tracking system to ensure that all payments by Implementing Partners comply with requirements of the UN Security Council sanctions as well as specific donor requirements; mitigating measure in high risk environment / minimize possibility of corrupt practices,

B. Ensures organization of logistical services focusing on achievement of the following results:

- Registers and updates all incoming goods/commodities/items consigned to UNFPA Afghanistan into stock management tracking system;
- Inspects and evaluates the quality of purchased items and resolves shortcomings.
- Reports regularly on status of procurement requests, including expected arrival time, availability/lack of availability of items requested, changes in specifications of items regularly ordered;

C. Ensure documentation, provide timely information and settle the invoice of procurement of goods/services.

- Prepare analytical reports on procurement status
- Prepare and circulate Regret Letters to unsuccessful bidders
- Prepare and circulate Delivery Notes
- Timely provide UNFPA Label sticker to ensure UNFPA branding during procurement process
- Ensure suppliers' timely payment
- Keep stock of all goods and services procured
- Report vendors' performance through online vendor performance tool

D. Assist in managing program supplies and inventory

- Generate inventory hand over form and all other report to fully comply with the corporate compliance and guideline
- Ensure transfer of title of asset on time.

E. Ensures facilitation and organization of smooth procurement processes as follows:

- Prepare RDPs (Request for Direct Payments) for all operation payments by ensuring accuracy of supporting documents, and chart of accounts.
- Maintain complete, proper filing system, office records, references materials, general and project files, maintain and update relevant manuals used by Operations Section. File and update the list of files.
- Ensure the completeness of files and easy retrieval of files/reports/documents/publications.



- Prepare, distribute and receive RFQs (Request for Quotations), ITBs (Invitation to Bids) and RFPs (Request for Proposals) and make Comparison Tables for Procurement purposes.
- Perform any other duties as required by the International Operations Manager.

Qualifications and Experience

Education:

A Master's degree in Business/Public Administration, Management, Commerce, Procurement, Law and related certification in Procurement (CIPS) or CPSM is a plus.

Knowledge and Experience:

- Minimum of five (5) years of relevant experience in a high volume procurement area is required.
- Proven experience and track record in successfully managing and implementing procurement policies, processes and systems in UN, International organizations or private sector.
- Knowledge on finance ERP system, AtlasQuantum preferred
- Ability to produce analytical reports and write clearly and concisely.
- Working experience with UN organization is an asset

Language requirements:

- Fluency in English is required. Dari and Pashto are necessary as the working language in Afghanistan.

Required Competencies

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Core Competencies: <ul style="list-style-type: none">• Achieving results,• Being accountable,• Developing and applying professional expertise/business acumen,• Thinking analytically and strategically,• Working in teams/managing ourselves and our relationships,• Communicating for impact
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Functional Competencies:

- Logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

Link to apply:

https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/7615

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.