



UNITED NATIONS POPULATION FUND

Closing Date: 20 December 2023 (Jerusalem time)
Post Title: Procurement Analyst
Category: Service Contract SB – 4/1
Post Number: UNFPA-SC-2023-007
Duty Station: Jerusalem
Duration: Six months with possibility of renewal

VACANCY ANNOUNCEMENT

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 new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths, end unmet need for family planning, and end gender-based violence and harmful practices. 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.

The Position:

Under the overall guidance of the Operations Manager, the Procurement Analyst ensures the execution of transparent and efficient procurement and logistics services and processes in the Country Office.

You will report directly to the Operations Manager.

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 Analyst works in close collaboration with the Operations, Programme and projects staff in the CO and other UN agencies staff 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.

to exchange information and ensure consistent service delivery especially in the field of commodity security and procurement & supply chain management. The incumbent also provides organizational functions of the office in terms of providing effective communications support to the office; ensure facilitation knowledge building and management and logistical support.

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 for procurement services provided by UNFPA 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 country 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.
- Develops and updates the rosters of suppliers. Evaluation of Supplier's performance as per the

key performance indicators.

- Contributions to knowledge networks and communities of practice

Work relations:

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

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

Job Requirements:

Education:

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

Knowledge and 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 or training in emergency procurement.

Experience in the usage of computers and office software packages (MS Word, Excel, etc.);

CIPS certification is considered an asset.

Knowledge of UN procurement policies /procedures is an advantage.

Languages:

Fluency in oral and written English and Arabic (knowledge of Hebrew is a merit).

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieve 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
- Knowledge sharing

Functional Skill Set:

- Advocacy/ Advancing a Policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

Notice: There is no application, processing or other fee at any stage of the application process.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to palestine.hr@unfpa.org by closing date and time for applications Wednesday, 20 December 2023 (Jerusalem time). Only those short-listed for the position will be contacted.