



UNITED NATIONS POPULATION FUND

Closing Date: 23 April 2023 (Jerusalem time)
Post Title: Procurement & Logistic Associate
Category: Service Contract SB-3/3
Post Number: UNFPA-SC-2023-03
Duty Station: Gaza
Duration: Till 31 December 2023 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 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.

UNFPA will be implementing its 7th Country Programme 2023-2025 in Palestine which will continue to respond to the humanitarian needs of the population, bridge humanitarian and development programming and include a more sustainable response for improved resilience. The vision and focus of the Country Programme 2023-2025 are to urgently accelerate reduction of stagnated unmet needs for family planning and increasingly higher rates of gender-based violence and child marriage, whilst simultaneously returning to and sustaining earlier gains on maternal mortality.

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:

Under the overall supervision of the Representative (Head of Office) and the direct supervision of the Operations Manager (OM), and in direct coordination and collaboration with the Administrative Associate, the Logistics & Procurement Associate delivers quality services in procurement, logistics, and supports the country office operations in compliance with all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support to the CO and UNFPA-supported projects.

Major Activities/Tasks

The Logistics & Procurement Associate is responsible for including:

A. Procurement

- Supporting the Operations Manager - in direct coordination and collaboration with the Administrative Associate - in carrying out the procurement processes including preparation or review and evaluation of tender documents, as well as conducting quotation analysis.
- Supporting market research and maintaining an accurate and active supplier data base in

support to UNFPA procurement requirements.

- Liaising with other UN agencies to obtain information of existing contracts and sharing information.
- Preparing procurement related reports and analyses; researching and drafting responses to enquiries, for clearance by the OM.
- Reviewing procurement requests and initiating procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner.
- Assisting the Administrative Associate in the processing of long-term agreements in accordance to UNFPA rules, regulations and procedures.

B. Logistics

- Reviewing and updating on a quarterly basis the information in the Country Profile Database for accuracy and completeness.
- Completing all Field office pre-shipment coordination activities (warehouse readiness checks, notifying IPs, obtaining customs clearance documentation, authorizing shipments, etc.);
- Timely maintenance of Order tracking System (OTS) data requiring FO input (e.g. shipment documents received date, goods arrived date, etc.);
- Ensuring timely completion of customs clearance procedures.
- Coordinating and executing all steps necessary to successfully receive and inspect incoming shipments.
- Initiating and documenting any communications as regards discrepancies, damage or other issues identified during the receiving and inspection process.
- Delivering the goods to either UNFPA or IP warehouses.
- Ensuring the appropriate delivery documents are promptly completed and signed and properly filed;
- Performing in-country inventory stock counts and reconciliations.
- Coordinating safe disposal of expired and damaged goods;
- Executing all IP inventory monitoring requirements (on-site inspections, stock counts, etc.);
- Serving as FO point of contact for all cases involving inventory write-offs.
- Manage stock inventory and reporting processes, including data management in UNFPA Shipment Tracker;
- Investigate and follow-up on all commodities-related inquiries submitted by UNFPA CO, implementing partners, HQs, auditors and other parties; and provides prompt responses and follow-up;
- Review and validate programme invoices related expenditures, including liaising with the finance personnel and/or supplier involved to solve any issues;
- Assist in organizing logistics management trainings and other personnel performance improvement activities in the assigned zone.
- Coordinate for Last Mile Assurance (LMA) activities including spot-check and audit
- Proposing procedures to improve internal controls and efficiency and responding to audit issues.
- Reviewing and preparing material for activities relating to Gaza common services, premises and cost recovery.
- Providing logistical support to projects by coordinating project related meetings, workshops and events. Training and guiding project personnel and staff on national execution and programme policies and procedures.

The Procurement & Logistic Associate will also be requested to support with other operations related tasks, including in the UNFPA Gaza Sub-Office.

Work Relations

- The Procurement & Logistic Associate reports to the Operations Manager and is an integral part of the Operations Team; located in the Gaza Sub-Office, coordinating with the Head of

the Gaza Sub-Office on relevant operations related tasks (guided by the Operations Manager). He /She maintains collaborative relationships with all relevant programme and operations staff based in Jerusalem and Gaza and delivers quality services in administration and procurement to those internal and external clients.

Job Requirements:

Education:

Completed Secondary Level Education required with certification in Procurement and Logistics/supply chain Management. First level university degree in Business Administration is desirable.

Knowledge and Experience:

Four years of relevant experience in administration, preferable in procurement and or Logistics activities and office management.

Proficiency in current office software applications and corporate IT systems.

UN Experience will be an asset.

Languages:

Fluency in English and Arabic are required.

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

Functional Skill Set:

- Managing documents, correspondence and reports
- Providing procurement and logistical support
- Managing information and work flow
- Planning, organizing and multitasking
- Ability to secure confidentiality in procurement processes

Other Desirable Skills:

- Proven ability to careful management of details is a must including precise use of written language
- Attention to quality and capacity to meet deadlines.
- The position requires candidates to work in an environment where continuous improvement is required and being available to deal with a steep learning curve.
- Able to take informed decisions, having initiative and being proactive.
- Excellent communication skills, including the ability to actively listen and discern issues.
- Ability to work independently, to communicate clearly both orally and in writing; courtesy, tact and ability to work effectively with people of different national and cultural backgrounds in a team 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. UNFPA promotes equal opportunities for all including persons with disabilities.

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 **Sunday, 23 April 2023** (Jerusalem time). Only those short-listed for the position will be contacted.