



**United Nations Assistance Mission for Iraq (UNAMI)**  
**INTERNAL/EXTERNAL JOB OPENING**

<b>Job Opening No.</b>	<b>165983</b>	<b>Deadline</b>	<b>25/10/2021</b>
<b>Post Title</b>	<b>Procurement Assistant</b>	<b>Level</b>	<b>GL-6</b>
<b>Organizational Unit</b>	<b>Supply Chain Management Section/ Acquisition Planning and Requisitioning Unit</b>	<b>Location</b>	<b>UNAMI, Baghdad</b>
<b>VA date:</b>	<b>11/10/2021</b>		

**DUTIES AND RESPONSIBILITIES**

Under the direct supervision of Chief of Acquisition Planning and Requisitioning Unit the Procurement Assistant will be responsible for the following duties:

- Reviews and participates in the formation of the Mission's Net Demand and Sourcing plans.
- Liaises with Global Demand Acquisition Planning Cell to ensure the mission's plan is in line with the Organization's strategic plan.
- Reviews, records and prioritizes requests for shopping carts/funds commitments requests and obtains additional information/documentation as required; provides assistance to
- Technical Sections in preparing scope of work and specifications of goods and services, identification of proper Product IDs; proposes product substitutions consistent with requirements to achieve cost savings; determines the availability of funding sources.
- Identifies and recommends sources of supply.
- Produces documents in support of the initiation of procurement exercises (e.g. shopping carts, funds commitments, LVAs (Low Value Acquisitions)) based on the nature of the requirements and cost of procurement involved.
- Provide detailed justification for approval by the Certifying Officer for the creation of
- LVAs, after reviewing the obtained offers ensuring compliance with the prevailing Financial
- Rules and regulations.
- Produces Service Entry Sheets, after verification of the certified invoices, to support the initiation of the payment process.
- Produces documents in support of the cost recovery process (e.g. sales orders to bill external entities and service orders to bill internal entities).
- Resolves issues/problems related to delivered goods, including discrepancies between purchase orders and items/quantities shipped or received (for Low Value Acquisitions).
- Maintains relevant internal databases and files; keeps track of any contractual agreements, direct provisioning contracts, etc. and informs affected users of contractual rights and obligations.
- Drafts a variety of correspondence and produces a variety of reports.
- Supervises and assigns and reviews the work of more junior staff.
- Performs other duties as assigned.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** High school diploma or equivalent.

**Experience:** At least seven (07) years of progressively responsible experience in procurement, requisitioning, demand planning, administrative services, or related areas.

Knowledge in Business Intelligence, Dashboard and Demand Planning Tools are desirable.

A certificate of Local Process Experts (LPE) is desirable. Procurement or Contract management training is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the advertised position, fluency in English and Arabic is required.

### UN CORE VALUES AND COMPETENCIES

**Professionalism:** Knowledge of relevant UN rules, regulations, administrative procedures, policies and directives, and of inventory and control guidelines, directives and procedures. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. A commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Planning & Organization:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

### APPLICATIONS

This job opening is advertised on the United Nations Secretariat's talent management platform, Inspira. To submit an application, click "Apply Now" after following this link:

<https://careers.un.org/lbw/jobdetail.aspx?id=165983&Lang=en-US>

Only applications submitted through Inspira will be considered for this job opening. Applicants must have an Inspira account to create and submit applications. Staff members are assigned an employee account upon appointment with their index number as the User ID. Other applicants may create an account.

For guidance on building and submitting applications, refer to the "Applicant Guide" available on the "Manuals" page. To access this page, click "Manuals" on the top of the Inspira homepage after logging into your account.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.