



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

Vacancy No.	197743	Deadline	15 January 2023
Post Title	Procurement Assistant	Level	GL-5
Organizational Unit	Procurement Section	Location	UNAMI, Baghdad
VA Date	17 December 2022		
DUTIES AND RESPONSIBILITIES			
Under the supervision and general guidance of a more Senior Procurement Assistant or Procurement Officer, the incumbent will perform the following functions:			
<ul style="list-style-type: none">•Provides procurement, logistical and administrative support to a team of Procurement Officers in the acquisition of a wide variety of goods and services.•Reviews, records, and prioritizes purchasing requests and obtains additional information / documentation as required; determines the availability of vendors and funding sources.•Monitors status of existing requisitions maintains contact with suppliers to ensure timely delivery of goods and services, coordinates shipment of goods/commodities/equipment to HQ and field missions, verifies receipt and inspection of deliverables, and accurately reports, as and if required.•Produces tender documents (e.g., Invitations to Bids, Requests for Proposals, and Requests for Quotation) based on the nature of requirements and cost of procurement involved.•Prepares abstracts of offers and compiles data contained in quotations, proposals, and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of Procurement Officers.•Finalizes purchase orders and contracts for approval by the Procurement Officer; if required, prepares a submission to the Contracts Committee for review and subsequent approval by the authorized official.•Assists relevant officers in more complex, higher-value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.•Maintains relevant internal databases and files; keeps track of any contractual agreements, systems contracts, etc., and informs affected users of contractual rights and obligations.•Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market.•Drafts routine correspondence.•Performs other duties as assigned.			
QUALIFICATIONS AND EXPERIENCE			
<p>Education: High school diploma or equivalent.</p> <p>Experience: A minimum 5 years of progressively responsible experience in procurement, administrative services, or related area is required.</p> <p>Languages: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Arabic is required.</p>			
UN CORE VALUES AND COMPETENCIES			

Professionalism: Strong communication research and analytical skills and ability to rapidly analyze and integrate diverse information from various sources; up-to-date knowledge of current topics and issues and ability to identify public opportunities and risks in an international environment; understanding of and experience in dealing with the media; Proven ability in newsgathering, writing and editing on very tight deadlines; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Highly developed communication (spoken, written) skills, including the ability to produce a variety of written communications productions in a clear and concise style. Ability to deliver oral presentations to various audiences. Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with a final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

SPECIAL NOTICE

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=197743&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 remains the paramount consideration in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.