

Request from  
Field Procurement Policy and Liaison Team - OUSG Department of Field Support

JOB DESCRIPTION

**INT-072-09-P071-01-V**

**General Information**

Title: Associate Expert in Procurement

Duration: 12 months

Date Required: As soon as possible

Duty Station (location, sector): New York, UNHQ

**Supervision**

Direct supervision by: Ms. Vevine Stamp

Title of the supervisor: Chief, Field Procurement Policy and Liaison Team, OUSG  
Department of Field Support

**Duties, responsibilities:**

1. Provide support to the team members to strengthen the monitoring and support procurement capacity of the Department of Field Support to the field. This involves the collection, collation and analysis of essential financial and non-financial data on field procurement activity to produce reports and support proposals on procurement related matters in the Field Missions. This can involve report writing and creation of presentations.
2. Assist with the support of the Procurement Community of Practice to further develop and administer the new Field Procurement Community of Practice which may include guidance, templates, statement of Work, best practices, Standard Operating Procedures (SOPs) and to assist in moderating the discussion forums.
3. Liaise with Field Missions, as required, to assist them to achieve a standardized and consistent application of policies, procedures and the implementation of new procurement developments.
4. Assist to develop SOPs and guidelines to supplement existing policies in procurement and implement newly developed procurement procedures and practices.
5. Assist to develop and propose templates, processes and mechanisms to streamline the procurement process and to meet the demands of the missions' dynamic environment while adhering to the Financial Regulations and Rules.
6. Provide support, as required, to ensuring effective and efficient acquisition planning and portfolio management in missions

7. Other projects and duties as may be required.

### **Qualifications and experience**

Qualifications: Advanced university degree (Masters Degree) in Business Administration, Public Administration, Commerce, Law or other relevant discipline. An equivalent combination of education and professional experience may be accepted in lieu of the advanced degree.

UN competencies (Refer to OHRM guidelines):

*Professionalism* - Experience in procurement operations and in contracting for goods and services; working knowledge of contract law and expertise in handling contract issues; strong analytical skills and working knowledge of quantitative methods to measure supplier capacity systems; good knowledge of sources of supply, market trends, pricing, etc.; sound judgment in applying technical expertise to resolve a range of issues/problems.

*Planning and Organizing* - Ability to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines. *Communications* - Good communication (spoken and written) skills, including the ability to communicate effectively on procurement-related matters and prepare a variety of written documents, reports, etc. in a clear, concise style.

*Technological Awareness* - Good computer skills including word processing, spreadsheets and internet applications.

*Teamwork* - Very good interpersonal skills and the ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment, with sensitivity and respect for diversity. Ability to work independently and manage priorities.

Work experience: At least two years of progressively responsible experience in procurement operations.

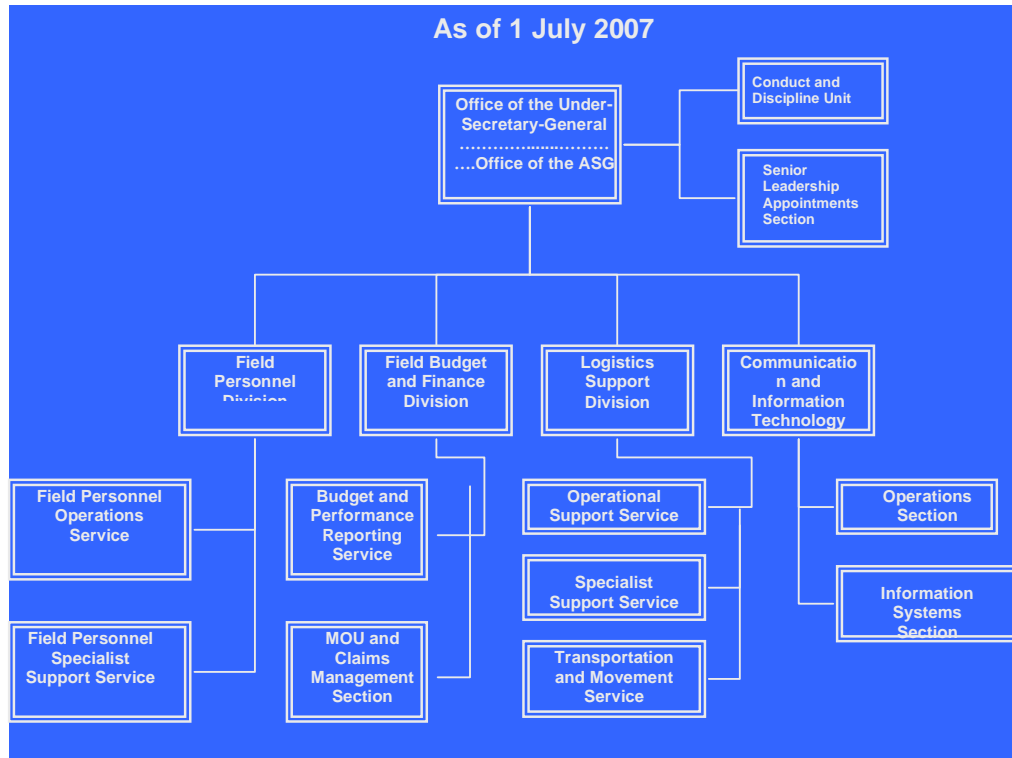
### **Learning Elements**

After the assignment the ASSOCIATE EXPERT will be able to

- Draft reports and proposals on procurement management matters.
- Identify, collect, collate and prepare presentation data essential to support reports and proposals on procurement management matters.
- Understand the functionality and effectiveness of the DPKO/DFS Community of Practices.
- Demonstrate a sound overall knowledge of the field procurement management framework and general policies.

## Background information

- The Field Procurement Policy and Liaison Team (not yet shown in the following organigram) is an element of Office of the Under Secretary-General for Field Support:



- The Field Procurement Policy and Liaison Team was formed in 2005 to manage the delegation of procurement authority of the Under Secretary-General for Field Support and its sub-delegation, and to represent the Department of Field Support to the Department of Management on procurement policy, procedures and training matters.
- The Field Procurement Policy and Liaison Team is working closely with the Procurement Division, Department of Management, on behalf of the Department of Field Support and the field missions, to redraft the United Nations Procurement Manual and to implement procurement training programs to achieve certification and civil accreditation for United Nations staff involved in the procurement process. In addition, the Field Procurement Policy and Liaison Team is the primary office responsible for development of Department of Field Support input the matter of field procurement governance under consideration by the General Assembly.
- New York is diverse and dynamic, with a vibrant social and cultural life. Accommodation costs are high. Almost all cultures from around the world are represented, in one way or another, within the city.