

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Please note that this is a local post and is open to all nationals of Colombia.

Vacancy Details

Vacancy Code	VA/2010/LCO/COPC/002
Post Title	Procurement Officer
Post Level	Individual Contract Agreement (Local Specialist)¹
Org Unit	Colombia Project Centre – Latin America & Caribbean Office
Duty Station	Bogotá, Colombia
Duration	One year
Closing Date	12 February 2010

Background

UNOPS is a self-financing entity of the United Nations system, with more than a decade of experience in providing operational management services in developing nations and post-conflict/emergency situations. UNOPS Colombia Project Centre will provide services to National, Provincial and Municipal Governmental entities of the country, International Financial Institutions, the UN System, the donor community and others, for the procurement of goods and services, the construction of civil works, the rehabilitation of infrastructure and other project implementation activities.

Duties and Responsibilities

Under the guidance and supervision of the Portfolio Manager, the Procurement Officer is responsible for the effective delivery of procurement services to a defined group of projects of COPC, provides adequate solutions to all procurement issues and supports the effective implementation of the operational program of the unit. The Procurement Officer works in close collaboration with the other Procurement Officers of COPC, Portfolio Assistants and the Sr. Procurement Advisor at the Regional Office and maintains direct business relations with country clients and services providers.

- Compliance of procurement activities with UN/UNOPS 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 PC
- Organization and implementation of the procurement process of each project, including preparation of terms of reference, publication of procurement calls and bidding invitations, receipt of offers and quotations and their corresponding evaluation, in full compliance with UNOPS rules and regulations; all in coordination with the Portfolio Manager.
- Preparation of lists of suitable firms, institutions and individual consultants that would be invited to participate in the procurement processes; all in coordination with the Portfolio Manager.

- Issuance of recommendations to the Programme Officer for contracts awards;
- Issuance of contracts for successful bidders, after obtaining the necessary clearances. Management and follow-up of contracts and purchase orders;
- Elaboration of proposals and implementation of the procurement processes monitoring system and mechanisms to eliminate deficiencies in procurement.
- Provision of necessary information for the processing of purchase orders and payments;
- Coordination for the effective delivery of goods and services, necessary inspections and the final liquidation;
- Preparation of letters and memoranda, maintaining adequate records on procurement issues;
- Issuance of report on procurement matters and overall project execution;
- Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation criteria, quality and performance measurement mechanisms.
- Participation in the organization of training for the operations/ projects staff on Procurement.

Please note that all UNOPS personnel are responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

Required Selection Criteria

Competencies

- Takes ownership of responsibilities and honors commitment.
- Shows strong corporate commitment – works to achieve the goals of UNOPS as a whole, making significant contributions to corporate priorities or initiatives led by other UNOPS offices and operations centres.
- Focus on clients' services, keeping them informed of procurement progress or setbacks. Actively interact with clients to solicit feedback and gauge client satisfaction.
- Keen sense of ethics and integrity in dealing with clients and suppliers.
- Meets timeline for delivery of products and services to clients.
- Good team player and strong interpersonal and communication skills.
- Commitment to excellence and high quality results.
- Experience in procurement processes and activities.
- Ability to apply technical skills to ensure effective delivery of services.
- Ability to actively interface with internal and external clients and partners to meet work objectives.
- Desirable knowledge of ERP system. Strong IT skills.

Education/Experience/Language

- Advanced University degree in business/commerce, economics, engineering and other work related sciences or a First University degree in related fields combined with extensive experience in similar responsible position
- Minimum 2 years responsible experience in a business environment in procurement services, marketing, project management or customer relations in either public or private sector International organizations.
- Fluency in written and spoken Spanish and working knowledge of English.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), via e-mail to vacancieslco@unops.org Kindly indicate the vacancy number and the post title in the subject line when applying by email.

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Additional Considerations



- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.

¹ For more information on the UNOPS Individual Contractor Agreement modality, please visit <http://www.unops.org/english/whoweneed/Pages/Contractypes.aspx>