

## UN WOMEN: PROCUREMENT ASSOCIATE

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**Post Title:** Procurement Associate

**Post type/ Grade:** Service Contract/SB-3

**Organizational Unit:** UN Women Moldova Country Office

**Supervisor/Grade:** Operations Manager

### Background

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UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with full delegated authority as of 2015. Currently, UN Women Moldova Country Office is in its final stage of implementing its Strategic Note (SN) for 2014-2017 and a new Strategic Note has been developed for the upcoming five year period 2018-2022, which is aligned with the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022 and the Global Strategic Plan of UN Women. Under its current and upcoming SN, UN Women cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, elderly women and others. UN Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN 2018-2022 will advance progress under the following three outcome areas: *Outcome 1: More women from diverse groups fully participate and lead in governance processes and institutions, Outcome 2: Women have income security, decent work and economic autonomy, Outcome 3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services.* Towards these Outcomes, UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

Within this context, UN Women is recruiting a Procurement Associate who will support the Office Operations by performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Procurement Associate promotes a client, quality and results-oriented approach.

### Duties and Responsibilities

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Under the overall guidance of the Procurement Specialist in Headquarters and the daily supervision of the Operations Manager, the Procurement Assistant supports the execution of transparent and efficient procurement services and processes consistent with UN Women rules and regulations. She/he also works in collaboration with programme and operations staff to successfully deliver procurement services.

The Procurement Associate works in close collaboration with the Operations Team of the Moldova CO as well as with the programme and project teams in UN Women in Moldova and in the region for solving complex procurement - related issues and information delivery.

The incumbent is expected to exercise full compliance with UN Women programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

#### KEY FUNCTIONS:

- 1. Implement procurement strategies in accordance with UN Women rules, regulations, policies and strategies**
  - Research and draft responses to enquiries for clearance by the Operations Manager;
  - Provide inputs to the implementation of procurement management policies and strategies on cost saving and reduction;
  - Implement procurement management policies and strategies;
  - Contribute to the development of sourcing strategies.
- 2. Coordinate procurement processes for the Country Office**
  - Pro-actively contribute to day-to-day CO Strategic Note implementation and ensure conformity to expected results and work-plans;

- In accordance with the CO Annual Work Plan support the procurement of equipment, supplies and services ensuring full compliance with UN Women rules and procedures;
- Draft yearly procurement plan and periodical procurement reports based on inputs from project managers;
- Review procurement incoming requests for completeness, adequacy, clarity of specifications, funds availability etc.;
- Organize procurement processes, including preparation and conduct of RFQs, ITBs or RFPs, development of bidding documents, receipt of quotations, bids or proposals, their evaluation, prepare requests for contract award, in full compliance with UN Women rules and regulations;
- Organize procurement processes with respect to individual consultancy services (CfCs, RLAs), coordinate receipt of applications and financial proposals, their evaluation, prepare requests for contract award in full compliance with UN Women rules and regulations;
- Prepare the submissions to the Local (Regional or HQ) Procurement Review Committee (L/R/HQ PMRC) for Country Office related procurement;
- Support the review and analysis of the L/R/HQ PRC Committees meeting minutes in order to identify strategic improvement goals for the CO and projects;
- Draft contracts for goods and services for management approval;
- Draw up and maintain evidence and monitoring of awards and contracts with project implementing partners, consulting organizations, contractors, etc.;
- Maintain records on national consultants and their respective status (contracts, ToRs, and attendance – if appropriate, etc.) in accordance with corporate policies and procedures;
- Monitor supplier's performance with respect to the quality and timely delivery of goods and services;
- Create and manage e-requisitions in ATLAS;
- Perform Alternate Buyer role in Atlas, prepare/close Purchase Orders (POs) and contracts in and outside Atlas;
- Arrange for equipment maintenance and insurance as required, manage office stationary supplies;
- Maintain an assets and spare inventory including verification and transfer when required and provide inputs for corporate reporting on assets and inventory.

### **3. Logistical and General Administration support:**

- Assume responsibility for administrative matters of a more general nature, such as maintaining and regularly updating the Country Office database, registry and maintenance of project files and records;
- Make pertinent logistical arrangements for different events organized by the programme, assist with drafting and translation of the minutes for these events and, coordination of field visits and international missions to the Country Office;
- Prepare timely inputs to Country Office reports in the area of responsibility;
- Provide other administrative support when required by programme management;
- Assist in preparation of requests for direct payment;
- Verify vendor's information and set up vendors in Atlas, if delegated by Country Office;

### **4. Facilitation of knowledge building and knowledge sharing**

- Participate in trainings for the operations/projects staff;
- Provide support to the synthesis of lessons learnt and best practices.

Perform any other duties as may be assigned by the management of the CO.

### **Key Performance Indicators**

- Timely coordination, facilitation and implementation of procurement activities based on procurement plans and available budget
- Proper and accurate maintenance of files and databases, documents are easily retrievable.

### **Impact of Results**

The key results have an impact on the overall CO efficiency in procurement and administration and success in implementation of operations strategies. Accurate analysis and presentation of information, well organized transparent administration and procurement processes ensure client satisfaction and timely delivery of UN Women programmes/projects. The information provided facilitates decision making of the management.

### **Competencies**

### **Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

#### **Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

#### **Functional Competencies**

##### ***Job Knowledge***

- Understands the main processes and methods of work related to the position (procurement and administrative management);
- Possesses basic knowledge of organizational policies and procedures related to the procurement and administrative management and applies them consistently in work tasks;
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning;
- Demonstrates good knowledge of information technology and applies it in work assignments.

##### ***Development and Operational Effectiveness***

- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills;
- Ability to administer and execute a broad range of specialized activities related to contract, asset and procurement management, including organization and conduct of procurement processes, implementation of contract and sourcing strategies, reporting, control of assets;
- Proven ability to problem-solve, and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents;
- Strong inter-personal skills; including the ability to effectively communicate with persons from a variety of backgrounds;
- Excellent planning and organizational skills;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexity
- Ability to manage data, documents, correspondence and reports information and workflow;
- Ability to support a team and team building skills;
- Strong IT skills.

#### **Required Skills and Experience**

##### **Education:**

- University Degree in economics, finance, accounting, law, public administration or other related field
- Specialized training in procurement an advantage.

##### **Experience:**

- Minimum 4 years of experience in administrative work, procurement, accounting/finance, economics, or other relevant in a national or international organization is required.
- Experience in supporting complex projects/processes that include extensive communication, coordination and facilitation, preferable in the area of human rights, gender equality and women's empowerment;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, experience in handling of web based management systems is preferred.

**Language Requirements:**

- Fluency in both oral and written English and Romanian. Knowledge of Russian is an advantage.
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply

**Application Process**

This is a local position, therefore only citizens of the Republic of Moldova are eligible to apply. Applications should be submitted on line and include fully completed [UN Women Personal History Form](#) as attachment instead of CV/resume, with the mark "Procurement Associate /UN Women Vacancy" by 02 October 2017, COB.

Failure to disclose prior employment or making false representations on this form will be grounds for withdrawal of further consideration of his/her application or termination, where the appointment or contract has been issued.

**Note:**

The system will only allow one attachment, hence all supporting document e.g. P11, CV and Cover letter must be scanned as one attachment. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment. Only qualified, shortlisted candidates will be contacted for test and interview.

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.