



Procurement Associate

Job title:	Procurement Associate
Level:	GS-6
Position Number:	00182168
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term Appointment
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Procurement Associate will provide quality services in areas of procurement and ICs in compliance with the relevant rules, guidelines, processes and procedures.

The Procurement Associate provides The Procurement Associate takes a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines and provides support and guidance to the Country office in areas of procurement.

You will report to the Operations Analyst.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

Working within a Country Office environment, you will be responsible for the management and effective delivery of procurement services in order to obtain the best value for money for



the UNFPA country programme procurement. You will support a collaborative, client-focused, quality and results-oriented approach to the work of the office.

Under the overall guidance of the Head of Office and with direct supervision of the Operations Analyst, in close collaboration with the Operations and programmes teams, and with guidance from the Headquarter and the Asia-Pacific Regional Office, you will manage and provide guidance and oversight for overall procurement process.

You would be responsible for:

- Ensuring full compliance of procurement activities with UNFPA rules, regulations, policies and strategies;
- Supporting the implementation of the effective internal control, proper design and functioning of a client-oriented procurement management system;
- Supporting the establishment of internal Standard Operating Procedures (SOPs) in procurement;
- Preparing procurement plans for projects and for monitoring their implementation;
- Organizing procurement processes, including the preparation and conduct of requests for quotations, invitations to bid, or requests for proposals, and their respective receipts, their evaluation, and negotiation of certain conditions of contracts in full compliance with UNFPA rules and regulations;
- Preparing purchase orders and contracts, recurring purchase orders for contracting of services, vendors' creation request in Atlas, and buyers profile in Atlas;
- Preparing submissions to the Contracts Review Committee;
- Supporting the implementation of the internal control system to ensure that purchase orders are duly prepared and dispatched, and undertaking corrective actions with budget check errors and other problems, in a timely manner;
- Preparing reports on procurement in programme and project meetings, as necessary;
- Maintaining and updating the rosters of suppliers and experts;
- Implementing selection and evaluation, and quality and performance measurement mechanisms of the rosters;
- Managing the e-procurement module;
- Liaising with the Programme/Technical Team and provides guidance and training on procurement related matters
- Synthesizing lessons learnt and best practices in procurement and contributing to knowledge networks and communities of practice.
- Implementing of joint procurement processes for the UN Agencies in line with the UN reform.
- Assisting preparation and review of LTAs for UNFPA on behalf of other UN Agencies;
- Maintaining up-to-date database of contracts, LTAs, ensuring procurement is done within validity of the contracts, as well as ensure initiation of contract renewals/amendments in a timely and proactive manner.
- Undertaking any other tasks that are deemed necessary under the scope of this engagement.



Qualifications and Experience:

Education:

- Completed secondary level education is required;
- University degree in business management or any other relevant field is required.

Knowledge and Experience:

- At least 6 years of progressively responsible procurement and administrative experience, working with national or international companies/organizations;
- Experience in the usage of computers and office software packages and advance knowledge of web-based management systems;
- Experience working for UN and knowledge of UN procurement rules and regulations is an advantage;
- Certification in procurement, and Chartered Institute of Procurement and Supply (CIPS) certification is highly desirable.

Languages:

Fluency in English and Mongolian is required.

Required Competencies:

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Providing procurement services• Managing documents, correspondence and reports• Managing information and work flow• Planning, organising and multitasking• Supporting financial and data analysis
Core Competencies: <ul style="list-style-type: none">• Achieving results,• Being accountable,• Developing and applying professional expertise/business acumen,• Thinking analytically and strategically,• Working in teams/managing ourselves and our relationships,• Communicating for impact	

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.



Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline

<http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.