

# Job Title: Procurement Associate (Food) SC6 Damascus VA034-2020

**WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.**

## DEADLINE FOR APPLICATIONS

From 17 May 2020 To 31 May 2020

## TYPE OF CONTRACT

Type: Service contract (SC6)

Duration: One year.

Number of employees : 1

## ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

## ORGANIZATIONAL CONTEXT

These jobs are found in Headquarters (HQ), Regional Bureaux (RBs) and Country Offices (COs), and report to a Head of Unit, Chief, or Procurement Officer. Job holders at this level demonstrate responsibility and initiative to respond independently to queries and problems with only general guidance. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis. Job holders have a level of expertise and knowledge to adapt and contribute to the development of systems and processes in order to continually improve the level of support provided. Job holders supervise, provide technical advice, coach and coordinate a team of support staff.

## JOB PURPOSE

To provide coordination, administrative services and research to support the efficient and effective procurement services.

## KEY ACCOUNTABILITIES (not all-inclusive)

Within delegated authority, the incumbent will be responsible for the following duties:

1. Provide operational coordination and administrative services, to support procurement projects and activities, following standard processes and contributing to the effective procurement of food commodities.
2. Identify and recommend potential suppliers and compile data/documents to support the selection of suppliers, ensuring standard processes are followed.
3. Review, record and prioritize purchasing requests, and provide support to requisitioners, in order to support the procurement of appropriate food commodities under the best terms and cost to WFP.
4. Issuance of tenders, evaluation of officers and preparation of contracts
5. Contribute to negotiations with new suppliers on terms and conditions of orders, alongside a senior officer, in order to obtain the best terms and lowest costs for WFP.
6. Prepare Purchase Orders, contracts and any supporting documentation for approval by the appropriate stakeholder, and approve purchases within delegated

authority, to enable the swift purchase of food commodities

7. Following up with suppliers and inspection company to ensure timely delivery of the required food commodities
8. Timely processing of suppliers' invoices and resolution of issues related to delivered food including the quality, using initiative, liaising with all parties and following standard processes, to ensure timely and accurate resolution of problems.
9. Research, collect and analyze data in order to produce reports to enable informed decision making by Procurement Officers, and consistency of information presented to stakeholders.
10. Manage updates and further develop databases and records, to ensure information is accurate, organized, and available for others to access, and supports reporting requirements.
11. Maintain relationships with internal counterparts including HQ, to support the alignment of procurement activities with wider programmes and ensure a coherent approach to meeting food assistance needs.
12. Supervise the work of support staff, providing practical advice and guidance, to ensure individual and team objectives are delivered to agreed standards and deadlines.
13. Follow standard emergency preparedness practices to support WFP to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.
14. Perform other related duties as required.

## STANDARD MINIMUM QUALIFICATIONS

**Education:** Completion of secondary school education. A post-secondary certificate in the related functional area.

**Language:** Fluency in both oral and written communication in English and Arabic languages

## DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- **At least five years of progressive experience in procurement.**
- Demonstrated familiarity with locally purchased commodities/goods/services
- Experience conducting supplier research and coordinating with manufacturers, wholesalers and traders.
- Demonstrated knowledge of procurement processes and linkages with other operations (e.g., logistics).

## 4Ps CORE ORGANISATIONAL CAPABILITIES

### Purpose

- Understand and communicate the Strategic Objectives: Coaches team in the most effective ways to communicate WFP's Strategic Objectives to WFP team and partners in the field.
- Be a force for positive change: Implements new methods or tools to improve team's work processes and productivity.
- Make the mission inspiring to our team: Maps team's activities and tasks to specific successes in beneficiary communities to showcase positive impact.
- Make our mission visible in everyday actions: Explains to teammates how each unit contributes to the overall WFP mission.

### People

- Look for ways to strengthen people's skills: Identifies skill development opportunities such as training modules or on-the-job experiences for self, colleagues and direct reports.
- Create an inclusive culture: Facilitates team building activities to build rapport in own unit.
- Be a coach & provide constructive feedback: Facilitates the pairing of junior colleagues with coaches within own team.
- Create an "I will"/"We will" spirit: Proactively anticipates potential challenges and develops mitigation plans to ensure that team meets goals and targets.

### Performance

- Encourage innovation & creative solutions: Identifies opportunities to be creative in own work and to help team be more innovative and accurate in their respective tasks and areas of work.
- Focus on getting results: Monitors team's deliverables and provides feedback to ensure outcomes are delivered consistently and accurately.
- Make commitments and make good on commitments: Provides accurate guidance to team on expected responsibilities and tasks, whilst also upholding own commitment to the team.
- Be Decisive: Sets an example and provides guidance to junior team members on when to escalate issues when faced with challenging issues in the workplace or in the field.

### Partnership

- Connect and share across WFP units: Facilitates partnerships with other WFP units to accomplish missions in the field.
- Build strong external partnerships: Sets an example and provides guidance to team on how to build relationships with external partners.
- Be politically agile & adaptable: Articulates to colleagues or direct reports the value of contributing to other WFP teams and agency partnerships in fulfilling WFP's goals and objectives.
- Be clear about the value WFP brings to partnerships: Organizes, monitors, and prioritizes own and team's efforts to ensure that they will fulfill the needs of internal and external partners.

## FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
<b>Tendering and Contracting</b>	Displays basic understanding of processes to support the contracting/tendering implementation at WFP by collecting necessary information.
<b>Vendor Management</b>	Leverages basic understanding of business needs to define vendor requirements and selection criteria.
<b>Commodity and Product/Service Intelligence</b>	Appropriately handles products/services based on an understanding of sources, technologies, properties, and public procurement principles/practices.
<b>Systems &amp; Reporting</b>	Demonstrates strong understanding of procurement systems, Corporate operating System and tools to conduct range of analyses and generate reports to drive decision making.
<b>Ethics and Compliance</b>	Maintains accurate records of activities in line with compliance standards to increase ease of response to basic audit queries.

## TERMS & CONDITIONS

- Please upload your professional CV in English in **PDF format** making sure to include the following in terms of "Experience":
  - **Company/Organization name and scope of work of the organization**
  - **Exact Position Title**
  - **Contract type:** *part-time, full-time, volunteer, consultant, or freelancer*
  - **Start and End date of Employment for each position:** *From (dd/mm/yyyy) to (dd/mm/yyyy)*
  - **Responsibilities:** *To mention the main responsibilities that highlight your gained skills and experience*
- A proof of your experience will be required in the final stage of recruitment.
- *Only short-listed candidates, who meet the minimum requirements for the advertised position, shall be contacted. Candidates must get an auto confirmation email once application is submitted.*

## HOW TO APPLY

**If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar**

### Internal Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=122219&company=C0000168410P&username=>

**External Candidates**

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=122219&company=C0000168410P&username=>

**As WFP is dedicated to the goal of building a diverse and inclusive workplace and committed to have a multicultural environment to foster creativity and productivity,**

**Females and Individuals with Special Needs are strongly encouraged to apply**

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.*

*No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.*