

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000416--Procurement Analyst

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Iraq
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	2
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Erbil [IRQ]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Living Conditions

UN personnel in Iraq operate in a volatile security environment. In Erbil, personnel work in secured compound with limited access outside of the city, which usually can only be done with stringent clearances and depending on the destination, a military escort. Erbil is a non-family duty station and is classified as security risk moderate. UN personnel in Erbil live in Minimum Operational Security Standards (MOSS) compliant residences outside of the UN compound.

International personnel operating in Iraq must take online security awareness in the field trainings prior to arrival in Iraq and undertake a mandatory Security Induction Awareness Training (SAIT) immediately upon arrival. The Rest and Recuperation (R&R) cycle in Erbil is 8 weeks, with the designated place of R&R being Amman, Jordan. Currently there are UN flights (UNAMI and UNHAS) to and from Iraq, covering Iraq, Kuwait and Jordan. There are many international flights to Erbil, Baghdad and Basrah.

There are some ATMs operational in Erbil (Northern Iraq). The dominant currency in use in Iraq is USD. The Iraq dinar is used with an

exchange rate of approximately USD 1 = 1,220 Iraqi dinars. Market is mostly cash-based; both USD and Iraqi Dinar are widely accepted. Payments by credit cards are accepted in limited number of shops. UN personnel need to be culturally sensitive and adjust to the culture of the country.

Assignment Details

Assignment Title

Procurement Analyst

Organizational Context & Project Description

The United Nations Development Programme (UNDP) is supporting the Government of Iraq in responding to the people's needs in areas that are liberated from ISIL. The Funding Facility for Immediate Stabilization (FFIS) project was created in June 2015, through which UNDP was asked to support the restoration of electricity to revive the liberated cities, the reoperation of water projects, the renovation of damaged networks, and the rehabilitation of health centers and schools.

Under the overall supervision of Head of Procurement and direct supervision of the Procurement Specialist/Team Leader of the Service Centre, the UNV Procurement Analyst will be responsible for the effective delivery of procurement services in order to obtain the best value for money for the UNDP Iraq Service Centre. The UNV Procurement Analyst manages and undertakes the procurement for the Service Center and any other Project/Programme as approved by the Resident Representative or Country Director UNDP Iraq. He/She will provide solutions to a wide spectrum of complex issues related to procurement. The UNV Procurement Analyst promotes a collaborative, client-focused, quality and results-oriented approach in the Unit.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the Guidance and Supervision of the Procurement Specialist/Team Leader the UNV Procurement Analyst works for the successful and timely completion of procurement services for the UNDP Service Centre by undertaking the following tasks;

1. **Ensures elaboration and implementation of operational strategies** focusing on achievement of the following results:
 17. Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; elaboration of the effective internal control, proper design and functioning of a client-oriented procurement management system.
 17. Elaboration and implementation of cost saving and reduction strategies.
 17. Conceptualization, elaboration and implementation of contract strategy in the stabilization project including tendering processes and evaluation, contractor appraisal, evaluation and negotiation of offers, management of the contract and contractor, legal considerations and payment conditions, risk assessment and developing mitigation strategies.
 17. Conceptualization, elaboration and implementation of strategic procurement for the office and projects including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement introduction and promotion, performance measurement.
2. **Ensures efficient management of procurement processes focusing on achievement of the following results:**
 17. Ensure quality in the preparation of all procurement documentation including organization of RFQ, ITB, RFP and IC Notices, receipt and evaluation of quotations, bids and proposals, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulation.
 17. Establishment and implementation of proper monitoring system and control of procurement processes;
 17. Preparation and submissions of procurement cases to the UNDP review Committees (CAP/RACP/ACP).
 17. Management of procurement contracts and perform functions of **a Buyer** in Atlas.
 17. Elaboration and implementation of the internal control system which ensures that Purchase Orders (PO) are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
 17. Management of the implementation of the procurement processes monitoring system and mechanisms to eliminate deficiencies in procurement.
 17. Ensures timely delivery of procurement processes for the assigned Projects, which constitute the bulk of the procurement requests.

3. **Ensures elaboration, introduction and implementation of sourcing strategy and e-procurement tools** focusing on achievement of the following results:

- 17. Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.
- 17. Management of the e-procurement system in the CO.
- 17. Synthesis of lessons learned and best practices in Procurement.
- 17. Sound contributions to knowledge networks and communities of practice.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- 17. Elaboration and implementation of operational strategies
 - 17. Efficient management of procurement processes
 - 17. Elaboration, introduction and implementation of sourcing strategy and e-procurement tools
 - 17. Facilitation of knowledge building and training of national staff and others when needed
 - 17. The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
 - 17. Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
 - 17. A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed
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Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Bachelor Degree or equivalent in Business Administration, Public Administration, Finance, Economics or related field.

Required experience 24 months

Experience Remark

- 2 years of relevant experience at the national or international level in procurement management.
- CIPS II is compulsory and required.
- Experience in Crisis country is a tremendous asset.

Language

- English (Mandatory) , Level - Fluent

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- AND - Arabic (Optional) , Level - Working Knowledge

Area of Expertise

- Procurement and contracting Mandatory

Area of Expertise Requirement

- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web based management systems.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Communication
- Integrity
- Planning and Organizing
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment

including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code IRQR000416-10640

Application procedure

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 27 September 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/SVJRUjAwMDQxNg==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.