

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000416--Procurement Analyst

Le programme des Volontaires des Nations Unies (VNU) est au sein des Nations Unies l'organisation qui, au niveau mondial, est chargée de promouvoir le volontariat pour la Paix et le Développement. Le volontariat profite à la fois à l'ensemble de la société et à la personne qui se porte volontaire. Les Volontaires des Nations Unies contribuent à la paix et au développement en faisant du plaidoyer pour le volontariat en général, en encourageant les partenaires à intégrer le volontariat dans leurs programmes de développement et en mobilisant des volontaires. Dans la plupart des cultures, le volontariat est profondément ancré et établi dans les sociétés avec la tradition de partage et d'entraide au sein des communautés. A cet égard, les Volontaires des Nations Unies prennent part aux différentes formes de volontariat et joue un rôle important pour le développement et la paix en collaboration avec les partenaires, les agences hôtes et les communautés locales. Durant toute leur affectation, les Volontaires des Nations Unies font la promotion du volontariat à travers leur action et leur conduite. S'engager dans les activités volontaires peut effectivement et positivement enrichir leur compréhension des réalités sociales et locales, aussi bien que créer un pont entre eux-mêmes et les personnes dans leur communauté d'accueil. Ceci rend le temps qu'ils dépensent en tant que volontaire plus valorisant et productif.

Informations générales

Pays d'Affectation	Iraq
Agence/Institution hôte	United Nations Development Programme
Catégorie de volontaire	International Specialist
Nombre de Volontaires	2
Durée	12 mois
Possibilité de prolongation de contrat	Oui
Date présumée du début d'affectation	Immédiate
Lieu d'Affectation	Erbil [IRQ]
Lieu d'Affectation	Lieu d'Affectation sans Famille

Remarque sur le lieu d'affectation

Conditions de vie

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.

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We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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.

Détails sur l'Affectation

Titre de l'Affectation

Procurement Analyst

Contexte organisationnel & description du projet

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.

Objectifs de développement durable

16. Peace, Justice and Strong Institutions

Description de l'action

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.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés : • Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la do-cumentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s'impliquer dans les activi-tés commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre. • Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d'accueil. • Réfléter le type et la nature des actions volontaires qu'ils entreprennent, y compris leur par-ticipation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la pu-blication du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d'accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d'affectation ; • Promouvoir ou conseiller les groupes locaux dans l'utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

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 / Exigences

Domaine de qualification Bachelor degree or equivalent

Niveau de qualifications - autres commentaires

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

Expérience Requisite 24 mois

Remarques sur l'Expérience

- 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.

Linguistiques

- English (Mandatory) , Niveau - Fluent
- AND - Arabic (Optional) , Niveau - Working Knowledge

Domaine d'expertise

- Procurement and contracting Obligatoire

Domaine d'expertise requis

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

Permis de Conduire exigé Non

Compétencies et Valeurs

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

Conditions de service et autres informations

Conditions de 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.

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).

Code d'application

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==>**Avertissement**

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.