

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## IRQR000417--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

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

### Living Conditions

As this is a National UNV assignment, the incumbent will be responsible for arranging his/her own housing and other living essentials.

This position is based in Erbil.

## Assignment Details

<b>Assignment Title</b>	Procurement Analyst
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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

## Organizational Context & Project Description

Under the direct supervision of Head of Procurement/Procurement Specialist of the Service Centre, the UNV Procurement Analyst is 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 undertake 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.

Under the Guidance and Supervision of Procurement Specialist, He/She works for the successful and timely completion of procurement services for the UNDP Service Centre.

## Sustainable Development Goals

16. Peace, Justice and Strong Institutions

## Task description

1. Ensures **elaboration and implementation of operational strategies** focusing on achievement of the following results:

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.
18. 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.
  18. Ensures timely delivery of procurement processes for the assigned Projects, which constitute the bulk of the procurement requests.
  19. 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.
    18. 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

The key results have an impact on the overall efficiency in procurement management and success in establishment and implementation of operational strategies. Strategic approach to procurement, establishment and implementation of the monitoring and control system, timely and appropriate delivery of services, introduction of e-procurement ensure client satisfaction and overall timely delivery of UNDP programmes and projects. The quick procurement would be essential for the success of the Service Centre and donor's confidence in UNDP's ability to deliver. Also, stability of newly liberated areas would depend on UNDP's quick delivery capacity.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- 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

## Qualifications/Requirements

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**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 or any other procurement training certificate is required.
- Experience in Crisis country is a tremendous asset.

### Language

- English (Mandatory) , Level - Fluent
- 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
- Client Orientation
- Commitment and Motivation

- Communication
- Integrity
- Planning and Organizing
- Professionalism

# Conditions of Service and other information

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## Condition of Service

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

### Conditions of Service:

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, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

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

**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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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**

IRQR000417-10678

**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.

This is a national UN Volunteer assignment, therefore only nationals of Iraq and legal residents in Iraq with the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 29-09-2021**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/SVJRJAwMDQxNw==>

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**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.*