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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Kazakhstan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Nur-Sultan [KAZ]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

The post is open for residents of Kazakhstan.

Living Conditions

Nur-Sultan is the modern, vibrant capital city of Kazakhstan which between 1998 and 2019 was known as Astana and before that as Akmola. The city was renamed Nur-Sultan in March 2019, in honour of the departing Kazakh president, Nursultan Nazarbayev. The city lies on the banks of the Ishim River in the north-central part of Kazakhstan. A 2020 official estimate reported a population of 1,136,008 within the city limits, making it the second-largest city in the country, after Almaty. Nur-Sultan’s climate is defined by warm summers and long, dry winters.

Security: UN Security level: Minimal-1
Nur-Sultan is a safe city, but the usual precautions should still be exercised.
Emergency numbers: In case of emergency, please call “101” (Fire services), “102” (Police), “103” (Ambulance), “104” (Gas Service), “112” (Rescue service in emergency situations). As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.
Assignment Details

Assignment Title: Procurement Specialist

Organizational Context & Project Description

0. UNDP in Kazakhstan is guided by its Country Programme Document (currently Country Programme 2021-2025), which is in line with the strategic priorities of the Government of Kazakhstan, enshrined in the “Kazakhstan-2050” Strategy, Strategic Development Plan to 2025, and other key sectoral strategies and plans. UNDP supports Kazakhstan in implementing the Sustainable Development Goals and sustaining its growth trajectory by diversifying economy, modernizing institutions, reducing inequalities and sustainably managing natural resources.

To achieve these results, UNDP will support the implementation of a number of projects that will aim to attain outputs envisaged under the Country Programme Document (www.kz.undp.org). Ongoing projects will continue, and new projects will be formulated and implemented throughout the proposed period of 2021-2025.

The number of positions of Procurement Specialist (SC) in the procurement unit were created in line with the recommendation made after the Business Processes Review exercise that was undertaken by the country office in February 2020. It was recommended to consolidate the procurement function by bringing together the existing procurement functions from projects under the country office unit. This should help improving standardization & efficiency of the procurement function, reduce the procurement functional cost at the project level by achieving economy of scale, in addition to placing the procurement authority at the right place within the Country Office operations team.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

0. Within the delegated authority and under the supervision of Procurement Associate or his/her designated mandated representative(s), the UNV Procurement Specialist will provide professional procurement support to UNDP development projects, the Country Office and UN agencies (requesting units). The Procurement Specialist will be assigned to support projects and the Country Office or Agency requests and be responsible for undertaking day-to-day activities on handling those requests, including effective communication with the requesting units whenever required and also reporting to the relevant project managers. The detailed responsibilities are presented below:

- Ensure full compliance of procurement activities with UNDP rules, regulations, policies and strategies;
- Provision of inputs to the Country Office procurement business processes mapping and elaboration of internal Standard Operating Procedures (SOPs) in Procurement and Logistics in consultation with the direct supervisor and office management;
- Prepare procurement plan(s) for the projects and ensure systematic monitoring and update of procurement plan(-s) in line with UNDP rules and regulations;
- Facilitate submission of the project procurement plans in the procurement planning platform PROMPT;
- Ensure implementation of a sourcing strategy for each tendering process through market research and cost estimation;
- Facilitate the process of drafting the terms of references (TORs) for the requesting unit;
- Organize the procurement processes including preparation and conduction of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations;

1. - Submit procurement cases for review of the relevant Procurement Committee;
- Prepare contracts based on results of procurement processes;
- Create and dispatch Purchase Orders (POs) based on the signed contract and approved e- requisition. Take timely corrective actions on POs with budget check errors and other problems;
- Ensure sound and regular contract management; if required initiate a request for any changes to the contract;
- Support the requesting unit with contract monitoring and performance evaluation of suppliers;
- Timely provides update on a status of ongoing procurement cases to the relevant project managers; - Timely record all services provided on a cost-recovery base in the country office software database, if required;
- Maintain the on-line and paper-based procurement archives and database in a proper way;
- Conduct trainings for country office staff and project personnel on a regular base;
- Support with collection and presentation of researched information on procurement in the Country Office. Collection of analytical data, drafting reports, preparation of presentations, infographics, if required
- Support with organization of joint procurement processes for the UN Agencies in line with the UN reform;
- Support with development and update of the rosters of suppliers, implementation of supplier selection and evaluation.
- Providing assistance to the Procurement Associate, Operations Unit in keeping close contacts with the Executive Partners and other organizations by means of direct contacts, collection of information, incoming and outgoing correspondence, preparation of draft letters and organization of meetings;
- Interaction and communication with internal/external audit, if required (provision of requested documents, clarifications and other);
- Perform other duties as may be required and as per established back-up mechanism within the unit; - Any other related tasks as may be required or assigned by the supervisor.

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
As an active UNDP Kazakhstan team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP Kazakhstan and its beneficiaries in the accomplishment of her/his functions, including:
- Efficiency of the procurement and success in implementation of UNDP Country Office operational strategies.
- Accurate analysis and presentation of information, well organized transparent procurement processes ensuring timely delivery.
- Impact on the overall efficiency in financial resources management contributes to success in implementation of the requesting unit’s activities.
- Internal communication among project units and country teams is ensured.
  - 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
- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
</table>

Education - Additional Comments
Bachelor’s degree in a relevant area, e.g. preferably in supply chain management, business administration, financial management and economics. Specialized certification in procurement is a strong asset;

Required experience
72 months

Experience Remark
At least 6 years of professional work experience at the national and/or international level in procurement and administrative or financial support at the national or international level, or other relevant programmes; experience with procurement is an asset, as is experience working in the UN or other international development organization;

Experience in handling web-based management systems;
Experience in work plans (projects) design, initiation, implementation would be considered as an asset;

Demonstrated proficiency in use of office equipment and MS Office Package, including spreadsheets and power point presentations, experience in financial management systems (Atlas knowledge is an asset);

Practical experience in international organizations /projects/ programs will be considered as an advantage;

Excellent oral and written skills; excellent drafting, formulation, reporting skills;

Accuracy and professionalism in document production and editing;

Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;

Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;

**Language**

- English (Mandatory), Level - Fluent
- AND - Russian (Mandatory), Level - Fluent

**Area of Expertise**

- Procurement and contracting Optional

**Area of Expertise Requirement**

Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;

Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;

Sound security awareness;

Have affinity with or interest in volunteerism as a mechanism for durable development, and the UN System.

**Competencies and values: Core Values:**

- Demonstrates integrity by modeling the UN’s values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability • Treats all people fairly without favoritism.

**Core competencies:**

- Leadership

Communication and Relationship management

Innovation

People management • Delivery

**Functional competencies:**

- Demonstrates ability to develop clear goals that are consistent with agreed strategies
- Demonstrates ability to identify priority activities and tasks and allocate appropriate time and resources for effective and efficient work completion
- Ability to monitor progress against milestones and deadlines
- Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships
• Ability to foresee risks and develop mitigation strategies
• Ability to respond positively to critical feedback and different points of view
• Proven networking, teambuilding, organizational and communication skills

Operational effectiveness, planning, organizing and multi-tasking:
Ability to handle a large volume of work possibly under time constraints
Ability to operate and maintain a variety of computerized business machines and office equipment to provide efficient delivery of service
Ability to organize and complete multiple tasks by establishing priorities
Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines
Demonstrates ability to quickly shift from one task to another to meet multiple support needs
Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support.

Need Driving Licence No

Competencies & Values

• Adaptability and Flexibility
• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Professionalism
• Working in Teams

Conditions of Service and other information

Condition of Service Click here to view Conditions of Service

Conditions of Service:


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 a 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  
KAZR000283-10217

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at https://vnam.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://vnam.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://vnam.unv.org/candidate/profile. Then go to ‘My Page’ at https://vnam.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 Kazakhstan and legal residents in Kazakhstan with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 09-08-2020

doa.apply_url  
https://vnam.unv.org/candidate/show-doa/S0FaUjAwMDI4Mw==

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.