UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TLSR000091--Procurement Officer

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>Timor Leste</th>
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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International 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>Oecussi Ambeno [TLS]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

Timor-Leste is half of a tropical island on the Australian continental shelf characterized by a rugged mountain chain running east-west that divides the country into a generally warmer north coast and a milder south coast. The capital city, Dili, is in the north. Oé-Cusse is a district of East Timor. It is a coastal exclave in the western part of the island of Timor, separated from the rest of East Timor by West Timor, which is part of the province of Nusa Tenggara Timur, Indonesia and which surrounds Oé-Cusse in all directions except the north, where it borders the Savu Sea. The capital of the district is Pante Macassar, also called Oé-Cusse Town.

Climate: The climate along the coast is relatively warm hot year-round with an annual average temperature of 30°C. There are two distinct seasons: the north-east monsoon season, which runs from...
November to March, constitutes the rainy season throughout the country. The southeast monsoon season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.

**Health:** Now, public hospital and private clinic service to community and not listed as a recommended medical facility for UN staff. In case of emergency evacuation to be taken in place through helicopter to capital Dili. Stamford clinic serves as a recommended medical facility for UN staff. There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighboring countries such as Darwin or Singapore.

**Diet, Food and Water:** Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Oé-cusse supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Oé-cusse has a view number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare. You can also find several local restaurants with less expensive meals. The price range for a meal can range from $3 to $20+.

**Telecommunications:** Now, there are three telecommunication providers in country, Timor Telecom and Telcomcel and Telemor. While Timor Telecom has been long present, Telcomcel and Telemor were newly launched in Timor-Leste, and started operating in February 2013. The SIM cards cost $2-3 and pre-paid/pulsa cards range from $1 to $50. Further, depending on UN Agency, you may receive a PIN code to make international phone calls that will be charged to your VLA.

**Hotels:** The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense. Most of the hotels in Oé-cusse are aimed at internationals and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms. You can expect to pay from $30 to $50 per night. Permanent Accommodation: Expect that your accommodation will range from the very basic to adequate, although many private houses in Oé-cusse have been renovated to a reasonable. The rate of reconstruction and renovation in the districts has been much slower than in Dili. Accommodation is far more likely to be of a very basic level.

**Assignment Details**

**Assignment Title**
Procurement Officer

**Organizational Context & Project Description**

In 2014 the Government of Timor-Leste created the Special Administrative Region (SAR) and established the Special Zone of Social Market Economy (ZEESM) in Oé-Cusse district (an enclave nestled within Western Timor province of Indonesia and with an estimated population of 75,000).
UNDP has been providing policy advice to the SAR-ZEESM Office since its establishment and has developed a program to help the ZEESM establish and operationalize institutional and developmental structures and systems, in different areas, including procurement.

Procurement is one of the key factors involved in the realization of SAR-ZEESM TL's projects. The project involves high-value procurement of various goods, services and works which include complex infrastructure, aviation and marine civil-works and consultancy services. In this regard, procurement department manifested its need for new IUNV to support procurement procedures in the SAR-ZEESM TL office mainly for International cases.

To this end, services of a UNV Procurement Officer are required. The Officer will work under the overall guidance and direction of the International Adviser and senior local procurement staff of SAR-ZEESM TL. For administrative purposes, the officer will coordinate with the Project Manager of the UNDP ZEESM TL project.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

Works independently on all or a combination of the following transactions and/or clearly defined areas, depending on the assignment/instructions from supervisors (International Adviser and/or Senior National Staff):

**Procurement of Goods, Services and Works**

- Contributes to the effective, economical and efficient procurement of goods and services based on the users’ requirements by preparing comprehensive pre-qualifications and bid documents as well as work performance statements in accordance with established procurement procedures and National Laws.

- Organizes pre-bid meetings in coordination with user-sections, meetings of the Evaluation Committee and discussions for specific procurement issues.

- Reviews the technical specifications prepared by the users, conduct initial review of technical requirements and facilitate the evaluation of the technical, financial, commercial and legal aspects of bids received, participate in negotiations with such suppliers and contractors on the terms and conditions of offers/proposals as well as evaluating requests for contract amendments on procurement perspective.

- Ensures accurate procurement planning and evaluation by coordinating with concerned user sections, establishing priorities, lead-times and delivery dates, developing and expanding database and reference materials, developing/revising guidelines, procedures and forms for the refinement of the procurement process for both goods and services.

- Establish Long-Term Agreements for regularly used supplies and services.
Database System Maintenance

- Contributes to the effective and efficient maintenance of information/data by properly classifying and maintaining all on-going, completed and in-process goods and service contracts including performance and cost records, list of current and prospective contractors/suppliers, original copies of all service contracts and relevant documents.

- Regularly monitors information maintained and periodically generating statistical reports as well as securing the confidentiality of information such as archives, documents and memoranda related to on-going procurement exercises. Provides similar database system maintenance function with respect to the procurement of goods.

Contract Monitoring and Administration

- Contributes to effective contract monitoring and administration by assisting relevant staff in the monitoring and checking the compliance of all contractual requirements as well as providing clarifications on contract provisions and mediation to Requesting Units in resolving claims/queries made by suppliers and contractors.

- Coordinates with the Evaluation Committee on the conduct of due diligence and vetting process to determine the (i) legal identity; (ii) financial soundness; and (iii) technical capability, based on the established criteria, as part of the pre- or post-qualification process.

- Ensures the Contractor’s compliance with all contractual provisions.

- Monitors fulfillment by the Contractors of all undertakings under the contract, including submission of the applicable liability insurance policies, performance guarantee, and other relevant contractual documents and notifications before commencing performance under the contract.

- Acts as the formal contact point between RAEOA-ZEESM TL and the Contractors from contract award until the goods and services are accepted or completed and closeout.

- Provides advice and general support to the Requesting Units, as necessary, for the efficient administration of the contracts and processing of amendments.

Others

- Ensures facilitation of knowledge building and knowledge sharing focusing on organization of trainings for the operations/projects staff on Procurement, synthesis of lessons learned and best practices in Procurement and sound contributions to knowledge networks and communities of practice;

- Presents regular reports on procurement as required;

- Performs other relevant duties as required.
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

- Contributed to the effective, economical and efficient procurement of goods and services based on the users’ requirements by preparing comprehensive pre-qualifications and bid documents as well as work performance statements in accordance with established procurement procedures and National Laws.

- Organized pre-bid meetings in coordination with user-sections, meetings of the Evaluation Committee and discussions for specific procurement issues.

- Reviewed technical specifications.

- Contributed to effective contract monitoring and administration by assisting relevant staff in the monitoring and checking the compliance of all contractual requirements as well as providing clarifications on contract provisions and mediation to Requesting Units in resolving claims/queries made by suppliers and contractors.

- Coordinated with the Evaluation Committee on the conduct of due diligence and vetting process to determine the (i) legal identity; (ii) financial soundness; and (iii) technical capability, based on the established criteria, as part of the pre- or post-qualification process.

- Ensured the Contractor’s compliance.

- Other results and outcomes that are outputs of the tasks mentioned under Description of tasks section.

- 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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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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**Education - Additional Comments**

**Type of Degree:** Business Administration, Procurement, Public Administration, Law or Engineering courses. Candidates with Engineering background is an advantage.

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<tr>
<th>Required experience</th>
<th>36 months</th>
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**Experience Remark**

- **Years of work experience:**
  - A minimum of five years of relevant experience in the procurement of various goods, services and works including three years working in international organizations or government institutions. Experience in the procurement of construction, aviation and marine related services is an advantage.
  - Proficiency in current office software applications.
  - Procurement accreditation by recognized learning institute and good understanding of National Procurement laws and international trade laws and treaties will be an advantage.
  - Hands-on experience in the procurement of big infrastructure projects.

**Language Skills**

- English (Mandatory), Level - Fluent
- AND - Portuguese (Optional), Level - Working Knowledge

**Area of Expertise**

- Procurement and contracting Mandatory
- Database design, administration and maintenance Optional

**Area of Expertise Requirement**

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Knowledge Sharing
- Planning and Organizing
Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:

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$ 1,631. 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**

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.

**Application Code**

UNV000091-5145

**Application procedure**

* Not yet registered in the UNV Talent Pool?
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?

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: 14 August 2019

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.