



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information/Terms of Reference

Job Code Title:	Procurement and Logistics Assistance
Classified Grade:	ICS-4
Supervisor:	Procurement Specialist

II. Organizational Context

Under the guidance and direct supervision of Procurement Specialist, the Procurement/Logistics Assistance, as a team member of the CO Procurement/Logistics Unit, is responsible for effective delivery of procurement/logistics services.

The Procurement/Logistics Assistant works in close collaboration with the Finance Unit, the Policy and Management Support Unit, other Operations units, Programme units in the CO and project teams, UNDP HQ staff and Government officials, to successfully deliver procurement and logistical services.

III. Functions / Key Results Expected

Summary of Key Functions:

- Implement operational strategies
- Support procurement processes (RFQ, ITB, RFP)
- Implementation of sourcing strategy
- Maintain and oversee the Procurement Unit filing system
- Support oversight of monthly ATLAS reports
- Support knowledge building and knowledge sharing

1. **Implement operational strategies** focusing on achievement of the following results:

- Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of a client-oriented procurement/logistics services.
- Analysis of requirements and synthesis of proposals for cost saving and reduction strategies.
- Assist in synthesis of proposals and implementation of contract strategy in the CO including tendering processes and evaluation, contractor appraisal, managing the contract and contractor, legal considerations and payment conditions, risk assessment.
- Assist in implementation of the strategic procurement in the CO including sourcing strategy, supplier selection and evaluation, quality management, customer relationship

management, e-procurement introduction and promotion, performance measurement.

2. Support procurement processes for CO, NIM projects and at the request of other UN Agencies focusing on achievement of the following results:

- Provide inputs to preparation of procurement plans for the office
- Support organization of procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation.
- Prepare Purchase Orders and contracts in and outside Atlas, preparation of Recurring Purchase Orders for contracting of services, vendor creation in Atlas, maintenance of the filing system in the procurement Unit. Buyers profile in Atlas.
- Implement the internal control system, which ensures that Purchase Orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
- Provide information for preparation of cost-recovery bills in Atlas for the procurement services provided by UNDP to other Agencies.
- Assist in travel and visa section with timely submission of visa request to Government Authorities, Embassies or Consular Departments in Lao PDR.
- Carry out responsibilities for updating the CO procurement tracking system and E-archive

3. Ensure introduction and implementation of sourcing strategy and e-procurement tools focusing on achievement of the following results:

- Assist in development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.
- Assist in management of e-procurement module, E-requisition creation when requested by various projects and programmes

4. Maintain and oversee the Procurement Unit filing system in the CO focusing on achievement of the following results:

- Ensure consistency of all Contract files, including availability of all required supporting documents following the agreed guidelines/checklist and in accordance with Audit requirements.
- Ensure continuous reconciliation of PO files with Contract files
- Ensure completeness of the vendor profile archive
- Organize all existing LTAs and related procurement processes for easy reference
- Ensure completeness of CAP and ACP files.

5. Support oversight of monthly ATLAS reports in the CO focusing on achievement of the following results:

- Provide support to the Procurement Unit focal point on ATLAS reporting when required, ensuring compliance with HQ requests to meet reporting deadlines
- Run ATLAS reports as requested by the Procurement Specialist

6. Support knowledge building and knowledge sharing

- Participation in the trainings on Procurement.
- Sound contributions to knowledge networks and communities of practice.
- Maintenance of CO intranet procurement site by uploading forms/templates and regular review of site to ensure relevance of posted information.

IV. Impact of Results

The key results have an impact on the execution of the CO procurement services management in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach enhances UNDP capability in provision of procurement/logistics services.

V. Competencies and Critical Success Factors

Corporate Competencies:

- 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

Functional Competencies:

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- Overall knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to analyse procurement service requirements
- Ability to apply organizational policies and procedures
- Strong analytical skills

Self-Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

VI. Recruitment Qualifications

Education:	Secondary Education. University Degree in Business or Public Administration would be desirable, but it is not a requirement.
Experience:	<ul style="list-style-type: none"> • At least 2 years' experience at the national or international level in procurement/logistics/administrative services. • Experience in the use of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web based management systems. • Good communications and drafting skills.

Language Requirements:	Full working knowledge of English and Lao, written and spoken.
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VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date