



International
Labour
Office

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Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO) Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Procurement Officer in *the Regional Office for Africa*

Duty station: *Abidjan, Côte D'Ivoire*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Regional Office for Africa*

Organisational unit *Regional Administrative Services*

SUPERVISION

Direct Supervision by:

Gulen Muftuoglu, Chief, Regional Administrative Services (muftuoglu@ilo.org)

Content and methodology of supervision:

In accordance with the ILO's Performance Management Framework (PMF), the direct supervisor will develop an individual work plan with the JPO, identifying the specific job outputs expected to be delivered during the duration of the assignment, together with the competencies to be demonstrated and the development objectives to be addressed. The JPO's work performance will be assessed progressively, both on informal (arising from particular job assignments) and formal (i.e., in the context of the PMF) bases.

INTRODUCTION

The vision of the Regional Administrative Services is to transform the financial, administrative, procurement and IT services provided to ILO Africa offices to the levels of excellence. The mission of the Service is ensuring efficient support services and effective use of ILO resources, including best value for money in all procurement actions.

The voluntary contributions that the Regional Office for Africa received increased by 22 % on average every year since 2018. This resulted in the opening of many project offices in almost all African countries and increased financial and procurement activities performed to implement these projects. However, there was not a commensurate increase in the capacity of ROAF to provide necessary guidance, support and oversight to all procurement activities conducted in the Region, specifically by development cooperation projects. There were instances where slow or inefficient procurement practices caused delay in the implementation of projects. In addition, current structure and capacity of the Service does not let ROAF to conduct holistic and comprehensive reviews of procurement needs of the Africa Region as a whole, identify synergies and opportunities for larger scope procurement activities that would cover more than one project and that would achieve better results in terms of best value for money. Currently, there is only one Procurement Officer in the full region funded through a project, who focuses almost entirely on the procurement activities of that specific project.

In this context, Regional Administrative Services aims to improve the procurement processes and results of the region with a more robust, sophisticated, and proactive approach where all the procurement needs of the Africa Region are addressed through a holistic strategy that ensures best value for money while considering the specific needs of each project.

The main role of the incumbent will be to support the Region in identifying their procurement needs, to review and analyse the procurement needs of the region, ensure a realistic and complete procurement plan is in place, identify opportunities where joint procurement cases can be launched across projects and country offices, guide, and support staff responsible for procurement activities in the region.

DUTIES AND RESPONSABILITIES

Duties and responsibilities will cover areas in:

- Sustainable procurement, with particular focus on socially responsible procurement*
- Use of technology, with emphasis on innovation and extensive use of eProcurement tools*
- Risk and category management approach*

- *Linkages between key ILO policies and conventions and their application through supply chain. For example, issues related to child labour and labour rights and how to ensure that in all procurement process contractors respect the ILO conventions.*

Specifically the candidate will:

- *Review and analyse the procurement needs of the Region.*
- *Support Country and project offices to prepare their procurement plans and derive a realistic and complete procurement plan for the Region from individual plans.*
- *Identify opportunities where joint procurement cases can be launches across projects and country offices.*
- *Review procurement requisitions for assigned projects to ensure completeness, accuracy and competitive.*
- *Plan associated actions, involving analysis of a range of procurement issues, and identification of possible courses of action.*
- *Engage in consultations with requesting units and provide advice on the specifications, delivery dates, possible suppliers, and optimal procurement strategy.*
- *Prepare and distribute Requests for Quotations (RFQs), Invitations to Bid (ITBs) and as required low-medium volume/risk Requests for Proposals (RFPs) using, where applicable, ILO e-tendering system. Analyze and evaluate vendors' proposals in respect of the Organization's requirements.*
- *Provide technical support on all aspects of bid evaluations related to worldwide procurement of diverse services and goods, taking into account local economic and other conditions.*
- *Based on assessment of the procurement project, provide input to the formulation of the strategy, and makes proposals for the supervisor's approval.*
- *Participate in market and supplier research.*

QUALIFICATIONS AND EXPERIENCE

Education:

First level university degree in business administration, commerce, law or other relevant field.

Desirable:

An advanced university degree and relevant procurement accreditation for the Chartered Institute of Procurement and Supply (CIPS) or similar.

Work experience:

A minimum of two years of relevant professional experience in Purchasing, preferably in Procurement Operations.

Desirable:

Experience gathered from private industry and/or government or international organizations, preferably at the international level would be an asset.

Skills required for the assignment:

Minimum:

Apply analytical tools, qualitative and quantitative techniques for conducting successful procurements. Conceptualize, plan, coordinate and conduct straightforward research work. Utilize appropriate templates and practices when undertaking respective duties. Be competent in interacting with Microsoft Office tools.

Desirable:

Additional technical experience in sustainable procurement, green initiatives, disability inclusion at work, data analyses, and e sourcing would be an asset.

Languages:

Excellent command of English or French

Desirable:

Good business working knowledge in French or English would be an asset

ILO competencies:

Technical Competencies –

- *Ability to carry out assignments in accordance with instructions and guidelines.*
- *Ability to use analytical tools and qualitative and quantitative techniques.*
- *Ability to plan, coordinate and conduct straightforward research work and apply laws, regulations, and policies.*
- *Knowledge of general office procedures and work-related methods.*
- *Proficiency in computer and data management skills, including in e sourcing/e tendering, and enterprise resource planning systems, and Microsoft Office 365.*
- *Analytical skills and knowledge of quantitative methods to conduct supplier research.*
- *Knowledge of sources of supply, market trends, pricing, etc.*

Behavioral Competencies –

- *Ability to plan work assignments, meet competing demands and work under the pressure of frequent and tight deadlines.*
- *Good communication (spoken and written) skills, including the ability to communicate effectively with diverse audiences on procurement-related matters and prepare a variety of written documents, contracts, reports, etc. in a clear, concise style.*
- *Ability to work in a multicultural environment and to demonstrate gender-sensitive*

behaviour and attitude.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The main training components cover the proper application of ILO procurement rules, procedures and standard operating procedures and upholding ILO ethical standards in tendering; negotiations and contracting.

Through the guidance of the supervisor and senior colleagues, the incumbent will have the opportunity to become acquainted with the latest developments and best practices relevant to the UN in procurement and contracting plus gain exposure to a variety of real-life procurement situations.

Learning elements:

The incumbent will become familiar with the principles of procurement, supplier market research, leveraging on UN system procurement venues, resources. The candidate will also learn how to prepare for and carryout procurement tenders in line with UN standards and procedures.

The incumbent will familiarize him/herself with the functioning of a major UN agency and will gain an in-depth knowledge of collaborative procurement initiatives undertaken by the Geneva based UN agencies represented by the Common Procurement Activity Group (CPAG).

The candidate will be exposed to the latest UN initiatives covering sustainability and green initiatives in procurement, sensitivities around disability inclusion in the workplace, supplier performance assessment and monitoring, and emergency procurement practices, among others.

BACKGROUND INFORMATION

PROCUREMENT plays a pivotal role at the ILO and in inter-agency HLCM Procurement Network. Joint procurement initiatives and activities with other UN agencies are strongly encouraged and result in leveraging and efficiency benefits. The ILO participates with other agencies in promotional meetings with government donors, trade groups, and companies interested in doing business with the UN system. It also holds a seat on the management committee of the United Nations Global Marketplace (the UN's primary procurement portal).

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.