



TERMS OF REFERENCE

Junior Professional Officer (JPO) Associate Procurement Officer - P2

Organizational Unit:

Governance Services Department (GS)/ Procurement and Contract Management Section (PCM)

Responsibilities:

Incumbent reports to a more senior Procurement Officer and/or C/PCM.

Within delegated authority, the Associate Procurement Officer is responsible for the following duties:

- Provides support to the Procurement team in all procurement and contractual aspects of projects of significant complexity related to WMO new ERP implementation/migration activities and other diverse services and commodities.
- Plans procurement actions for assigned projects, which typically involve the procurement of a select group of technically complex commodities or services, or for a variety of goods and services of a general nature.
- Responds to the requisitioning units and recipient entities on the full range of procurement issues, providing advice at all stages of the procurement cycle with full compliance to WMO Process and Rules.
- Reviews and analyzes technical specifications to ensure completeness, accuracy and competitive qualities, and identifies optional courses of action.
- Assists staff in matters regarding procurement policies and procedures, technical specifications, pricing, and product/service availability, as well as appropriate substitutes or alternative options to reduce costs.
- Solicits and evaluates bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of more senior Procurement Officers.
- Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects.
- Establishes and maintains work program and schedule for ongoing/new projects and contributes to the process of procurement planning including the associated activities.
- Compiles and presents procurement data; prepares all relevant supporting documents and recommends approval of the contract or purchase order; may authorize purchases in line with delegated authority, and, in cases where the amount exceeds authorized approval authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of goods and services.
- Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program.

- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- Prepares a variety of reports, correspondence, and documents (purchase orders, contracts, amendments, communications, guidelines, instructions, etc.) on procurement-related matters.
- Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtains specifications for new products and equipment on the market.
- Provides guidance to new/junior staff and interns.
- Performs other duties as assigned

Work implies frequent interaction with the following:

Staff within the PCM section and other departments throughout the organization, but most typically within the duty station and counterparts in other UN organizations.
Vendors and suppliers.

Results Expected:

Good research and/or analyses of market and suppliers and of factors affecting cost, technical specifications, implementation schedules. Good analyses of responses to tender, evaluation and selection of suppliers. Well-reasoned identification of issues and development of recommendations on a variety of procurement-related matters. Consistently apply appropriate policies, guidelines, procedures, and processes. Effectively, and in a timely manner, liaise with concerned parties at all stages of the procurement process.

Competencies:

- **Professionalism:** Knowledge of internationally recognized procurement standards and understanding of procurement techniques and practices used in the private sector. Knowledge of market trends and sources of supply and equipment and of procurement/contract execution and administration. Knowledge and understanding of internal procurement policies, practices and procedures. Ability to conduct research and analyze data and information to develop recommendations on procurement contracts awards. Ability to clarify and agree on terms of contracts and/or specification requirements and to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) or bachelors' degree in business administration, public administration, commerce, engineering, law or a related field. Extensive qualifying experience and relevant certifications in procurement may be accepted in lieu of the university degree.

Experience: A minimum of two years of progressively responsible experience in procurement, contract management or related area. Experience in the area of the ERP implementation and/or migration is an asset.

Language: Fluency in English (both oral and written) is required. Knowledge of French is desirable; knowledge of another official language of the Organization is an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

