

**Standard Job Description**  
**Associate Sustainable Procurement Officer**

The Associate Sustainable Procurement Officer supports all activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance and warehousing management within the Area of Responsibility (AoR) with a particular focus on Sustainability. The position will be with SMS Procurement and located at its Headquarters in Budapest, Hungary.

The incumbent is normally supervised by the (Senior) Procurement Officer or other senior staff with supply oversight function who defines the objectives and provides general guidance. S/he will also refer to UNHCR manuals and relevant policy papers. The incumbent normally supervises some staff and/or AWF operation.

S/he will support effective Sustainable Supply Chain that enables the office to meet the needs of persons of concerns as well as timely delivery of quality and environmentally friendly goods and services to persons of concern, while taking into account social considerations and supporting the economy of their host communities. Further, the incumbent will assist in the maintenance of a supply chain infrastructure that is robust, sustainable and flexible enough to accommodate the needs of the operation and that enables timely emergency responses, along with effective partners to support supply activities.

The Associate Sustainable Procurement Officer will perform a wide range of procurement-related activities while taking into consideration sustainable and ethical practices to minimize the negative impact of goods and services on the environmental and people. S/he will manage and support the procurement of high impact goods or services and ensure compliance with applicable rules, regulations and policies to achieve the best value for money to meet the organization's needs.

The Associate Sustainable Procurement Officer maintains impartial, ethical and customer-oriented relations with suppliers and Partner organizations; exchanges information with counterparts in other UN agencies, and International Organisations within the limits established by UN/UNHCR Procurements Rules and assists with joint procurement actions if, as and whenever necessary.

The incumbent will support the coordination of the delivery of assistance from the regional warehouse, if applicable. S/he will liaise with SMS staff who manage the Global Stockpiles and DFAM staff members who manage the Global Asset and Fleet Management, if and as required and if applicable.

**1. Duties and Responsibilities:**

- Plans procurement actions for assigned projects, which typically involve the procurement for a variety of goods and services.
- Reviews and analyzes technical specifications to ensure sustainable considerations are duly incorporate and identifies optional courses of action, as needed.
- Assists staff in matters regarding procurement policies and procedures, technical specifications, pricing and product/service availability with a focus on sustainability, as well as appropriate substitutes or alternative options to improve sustainability and possibly reduce costs.
- Develops vendor pre-qualifying criteria with an eye on sustainability, identifies product sources and evaluates vendor performance as regards quality, sustainability prices, delivery, equipment, etc.

- Support the evaluation of bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.
- Contributes to development of sustainable procurement tools to select suppliers and monitor their performance such as requirements, evaluation criteria, indicators, practices and procedures.
- 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 signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Participates in the market and supplier research.
- Assist in risk management assessment to identify, prevent and mitigate actual and potential adverse impacts which can be related to employment, human rights, the environment, bribery, and others.
- Maintain in a systematic manner all relevant internal databases providing reliable and accurate information enhancing data quality; provide reports as requested;
- Collaborate and work with UN Agencies and humanitarian organizations (WHO, UNICEF and other partner agencies).

## **2. Competencies:**

### **a) Core Competencies:**

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

### **b) Managerial Competencies**

- Judgement and Decision Making
- Managing Resources
- Empowering and Building Trust

### **c) Cross-Functional Competencies**

- Analytical Thinking
- Negotiation and Conflict Resolution
- Innovation and Creativity

## **3. Education (Level and area of required and/or preferred education)**

University degree in business administration, public administration, commerce, engineering, law or a related field.

Certification in Chartered Institute of Procurement and Supply (CIPS) or similar.

## **4. Work Experience (List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)**

- Experience in procurement, contract management, contract administration or logistics and supply chain management or related area is required.
- Experience in working for humanitarian organizations / International organizations / NGOs / Public Sector / Academia
- Experience in conducting international tender exercises to award contracts for global frame agreements.

- Experience working with Enterprise Resource Planning (ERP) systems and/or working with e-tendering systems.
- Experience conducting analyses and developing reports.
- Experience working with suppliers on day-to-day basis.
- Experience working on sustainable procurement

**5. Key Competencies (Technical knowledge, skills, managerial competencies, or other personal competencies relevant to the assignment. Clearly distinguish between required and desired competencies)**

- Fluency in both oral and written English Language.
- Knowledge in sustainable business practices
- Knowledge of internationally recognized procurement standards
- Excellent communication and interpersonal skills
- Excellent quantitative and analytical skills
- Advanced knowledge of a second UN Official language.
- Proficient in MS Office