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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING Internal / External

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Job Title & Level:	Procurement Assistant, GS-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Procurement Unit
Location:	Bogota, COLOMBIA
Posting Period:	26 August – 24 September 2022
Job Opening Number:	UNVMC-NJO-2022-031. Fixed-Term for one year with possibility of extension

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either P-11 or PHP is properly signed and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia. :<https://www.youtube.com/playlist?list=PL-8SCkVjg-e3073SwTDG1VQf1oLTWfUQ4>*

*The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*

### **Organizational Setting and Reporting Relationships:**

This position is located within the Procurement Unit, Supply Chain Section, Mission Support Division of the UNVMC, Bogota, Colombia. The incumbent will report to the Chief Procurement Officer.

In its resolution 2366 of 10 July 2017 the Security Council approved the establishment of the UN Verification Mission in Colombia (UNVMC) with a mandate to verify the implementation of sections 3.2 (reincorporation of the FARC-EP into civilian life) and 3.4 (implementation of security guarantees) of the Final Agreement between the Government of Colombia and the FARC-EP.

Within delegated authority, the Procurement Assistant will be responsible for the following duties:

- Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; provides assistance to requisitioners in preparing scope of work and specifications of goods and services; proposes product substitutions consistent with requirements to achieve cost savings; determines the availability of funding sources.
- Identify and recommend sources of procurement; interview potential suppliers.
- Produces tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of the requirements and cost of procurement involved.
- Prepares abstracts of offers and compile data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible with due consideration to quality, delivery time, prompt payment and other discounts, transportation costs, etc.
- Enters into negotiation of terms and conditions of orders under the guidance of Procurement Officers; obtains credit and other information on proposed suppliers.
- Finalizes purchase orders and contracts for approval by the Procurement Officer; may authorize purchases in line with delegated signature authority, and, if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official.
- Resolves issues/problems related to delivered goods, including discrepancies between purchase orders and items/quantities shipped or received; prepares and signs Return to Vendor forms for unacceptable and/or damaged goods received.

- Maintains relevant internal databases and files; keeps track of any contractual agreements, direct provisioning contracts, etc. and informs affected users of contractual rights and obligations.
- Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market.
- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.
- Drafts a variety of correspondence.
- Performs other duties as assigned.

### **Core values:**

**Professionalism:** Knowledge of procurement policies, processes and procedures and of purchasing and accounting techniques. Knowledge of financial rules and regulations and ability to research and gather information from a variety of standard sources 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

### **Competencies:**

- **Planning and 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.
- **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.

**Education:**

High school diploma or equivalent is required.

Supplementary courses or additional training in procurement is desirable (CIPS-Chartered Institute of Procurement & Supply- or equivalent).

**Work Experience:**

A minimum of five (5) years of working experience in procurement, supply chain, logistics, administrative services or related areas,

Working experience with a Systems Application and Products (SAP), or another Enterprise Resource Planning (ERP) system is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required. Knowledge of another official United Nations language is an advantage.

**NOTE:** Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based GGST test online.**

**The following candidates do not need to take or retake the GGST:**

**(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.**

**(b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.**

**If you fall within one of the foregoing categories, please indicate it in your application.**