



Vacancy Announcement
Two Procurement Analysts

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is seeking candidates to apply for the following two vacant positions on Service Contract to be based in Jerusalem.

Duties and Responsibilities:

- 1 - Ensures **elaboration and implementation of the 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 management system.
 - Elaboration and implementation of cost saving and reduction strategies.
 - Implementation of contract strategy in the office including tendering processes and evaluation, contractor appraisal, managing the contract and contractor, legal considerations and payment conditions, risk assessment.
 - Implementation of the strategic procurement of works and services in the office including sourcing strategy, supplier/contractor selection and evaluation, quality management, customer relationship management, e-procurement introduction and promotion, performance measurement.
- 2 - Assist in **procurement processes for the office, NEX/DEX projects, and at the request of other Agencies** focusing on achievement of the following results:
 - Implementation of proper monitoring and control of procurement processes including organization of RFQ, ITB or RFP, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulation.
 - Review submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP).
 - Assist the Head of Procurement in the Management of procurement of works and services.
 - Elaboration of 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.
 - Assist the Head of Procurement in the establishment of the procurement processes monitoring system and mechanisms to eliminate deficiencies in procurement.
 - Preparation of Pos and vouchers in ATLAS.
- 3 - Ensures **introduction and implementation of sourcing strategy and e-procurement tools** focusing on achievement of the following results:
 - Assist in the development and management of the rosters of suppliers/contractors, elaboration of supplier/contractor selection and evaluation, quality and performance measurement mechanisms.

Qualifications and Requirements:

- Master's Degree or equivalent in Business Administration, Public Administration, Finance, Economics or related field.
- 2 to 3 years of post Master's relevant experience at the national or international level in procurement management (works and services). Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web based management systems.
- Fluency in English Language (written and spoken). Hebrew Language would be an asset.

Interested candidates are kindly requested to send their CVs with a covering letter to UNDP/PAPP Attention DSR (O) -**Ref: Procurement Analyst** no later than **5 June 2006** to fax no. 02-6268223 or by e-mail to hr.ps@undp.org.

Qualified female candidates are encouraged to apply

Only Short-Listed Candidates will be contacted