

Middle East Regional Office and Rapid Response Division
Jerusalem Operations Center (JMOC)
Wadi Joz, 8, Nour Ad-Din Street, Jerusalem

The United Nations Office for Project Services (UNOPS), a major provider of project management and implementation services to the United Nations System and developing countries, seeks qualified applicants for the following position:

Position Details

Post Title	Project Procurement Officer
Duty Station	Ramallah with regular travel to Jerusalem and other areas of West Bank
Working hours	8 am to 5 pm, Monday to Friday, minimum or greater if project demands
Duration	Up to 12 months, starting with 2 months
Remuneration	dependant on experience and qualifications

Background

The United Nations Office for Project Services Jerusalem Operations Center (UNOPS JMOC) was established in East Jerusalem in late 2006. Its aim is to provide the United Nations sister agencies and the humanitarian and development sectors within the occupied Palestinian territories with professional project implementation services.

JMOC is currently engaged in the delivery of several Infrastructure projects in support of the Palestinian Authority and the people of the occupied Palestinian territories.

The Project Procurement Officer will report directly to the UNOPS Project Manager. The project procurement officer will liaise with suppliers, clients, Palestinian Authority and Police, customs officials, assist with English Arabic translation and a broad range of procurement and administrative services.

Duties and Responsibilities

The Project Procurement Officer is responsible for assisting with all procurement related activity in support of the projects. He/she reports to the Project Manager and may be require to assist in the following tasks;

- Plan, manage and carry out procurement activities, following UNOPS Rules, procedures and regulations
- Issue international, regional and local tenders.
- Evaluate offers and make recommendations for the finalization of purchases and the award of contracts;
- Prepare submissions to Contracts, Asset and Procurement Committee and Advisory Committee on Procurement in Copenhagen where appropriate, ensuring full compliance with requirements for relevant documentation;
- Analyze and evaluate commodity tender results;

- Coordinate shipping and delivery arrangements of purchased commodities and equipment;
- Manage and coordinate negotiations with all interested parties including contract disputes and claims;
- Prepare reports on procurement activity;
- Keeps abreast of changes in procurement and Asset Management module control with the implementation of Projects providing guidance and support to procurement and logistics staff as appropriate;
- Liaise with and provide support to other offices within the Region as required;
- Preparing technical specifications
- Working with clients and beneficiaries to define procurement requirements
- Working closely with the Senior Procurement Officer on submission of procurement activities to Head Quarters
- Maintenance of all procurement documentation:
 - i. Quotes
 - ii. Specifications Register
 - iii. Change Register
 - iv. Client Approvals
 - v. Requisition Log
 - vi. Purchase Order Log
 - vii. Receipt and Inventory Records
 - viii. Payment log
- Perform other related duties as required

Required Competencies & Knowledge

General competencies:

- Attention to Detail
- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing
- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook, and the Internet
- High organizational skills
- Able to work efficiently with minimal direction

Managerial Competencies:

- Demonstrated ability to assist with the production and management of all procurement documentation to a professional and accurate standard.
- Demonstrated ability to assist with motivating contractors to deliver as per contractual arrangements.

Academic Qualifications/Experience/Language

Education.

- A minimum of a Bachelor Degree in Finance, Business, Commerce, Engineering, Logistics or Management from a reputable University.

Work Experience.

- At least 5 years procurement experience, ideally with the UN or NGOs in the oPt.

Languages.

- Fluency in written and spoken English and Arabic is essential. Hebrew also an asset

Other considerations.

- Knowledge of UN policies, procedures and operations would be an asset.
 - Ability to travel between Jerusalem and the West Bank essential.
 - Current drivers license essential.
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Additional Considerations

- Qualified female candidates are strongly encouraged to apply.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at www.unops.org.

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.
Deadline: 1 February 2008

“UNOPS is an equal opportunity employer: applications from men and women will be considered equally”