



Issued on: 22 March 2016

Deadline For Application: 19 April 2016

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| POSITION TITLE: | Procurement Officer | GRADE LEVEL: | P-2 |
| | | DUTY STATION: | Rome, Italy |
| ORGANIZATIONAL UNIT: | Procurement Service | DURATION*: | Fixed term: two years |
| | Corporate Services Department (CS) | POST NUMBER: | 2005803 |
| | | CCOG CODE: | 1.A.09 |

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidentiality.
The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

*The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

Organizational Setting

The Procurement Service provides advice, guidance and oversight for FAO procurement operations and the Letter of Agreement Quality Assurance function both at headquarters and in FAO decentralized offices; it provides policy and operational support to ensure that the Organization procures goods, works and services based on "Best Value for Money" principles.

The Procurement Officer performs procurement activities related to the preparation of tender documents, draft and finalisation of contracts or Purchase orders for goods, work or services for FAO headquarters and the decentralised offices.

Reporting lines

The Procurement Officer reports to the Senior Procurement Officer.

Technical Focus

Tender documents, contracts for services and purchase orders for goods.

Key Results

- Ensure that procurement activities comply with FAO's established policies and procedures and reflect best practice for public procurement.

Key Functions

- Supports monitoring through analysis of reports. Identifies variances and/or compliance issues and makes recommendations;
- Participates in the development of improved work methods and procedures;
- Collaborates in the development of training tools and materials and the organization of training workshops/seminars etc;
- Participates on special project/work teams;
- Drafts tender documents, contracts, purchase orders and general correspondence;
- Reviews the technical and financial offers; participates in meetings with stakeholders as necessary;
- Responds to requests for assistance during tendering process from managers and staff at HQ and the Decentralized Offices, makes recommendation on best course of action and approves obligations as per delegated level of authority;
- Participates in the market and suppliers research;
- Performs other duties as required

Candidates will be assessed against the following

Minimum Requirements

- Advanced university degree in Law, Business, Administration, Economics, Public Administration or Commerce or a related field. Candidates holding a first level university degree, Bachelors' degree or equivalent, may also be considered if possessing two additional years of relevant work experience
- Three years of relevant experience in procurement-related activities
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus
- Teamwork

- Communication
- Building Effective Relationship
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Demonstrated knowledge of procurement and contract-related issues including reviewing, preparing and drafting contractual instruments
- Demonstrated ability to draft documents and material in English is considered a strong asset
- Work experience in more than one location or area of work, particularly in field positions is desirable

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments
- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

FAO IS A NON-SMOKING ENVIRONMENT
