



United Nations Interim Administration Mission in Kosovo
RECRUITMENT UNIT
Human Resources Section

Temporary Job Opening – *Internal and external*

Temporary Job Opening #: TJO(N) - 020/002	Deadline: 06 November 2020
Post Title: Procurement Assistant	Level: GL- 5
Organizational Unit: Procurement Section	Location: Pristina
<p>UNMIK invites qualified internal staff members as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).</p> <p>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed</u> will receive an acknowledgement within six weeks from the deadline for submission of applications.</p> <p style="text-align: center;"><i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

Reporting to the Chief Procurement Officer, and based in Pristina, the Procurement Assistant may be responsible for the following duties:

- Provides procurement, logistical and administrative support to a team of Procurement Officers in the acquisition of a wide variety of goods and services.
- Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; determines the availability of vendors and funding sources.
- Monitors status of existing requisitions, maintains contact with suppliers to ensure timely delivery of goods and services, in conjunction with Movement Control unit, coordinates shipment of goods/commodities/equipment from supplier to UNMIK, in conjunction with Receiving and Inspection Unit verifies receipt and inspection of deliverables and accurately reports, as and if required.
- Produces tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of requirements and cost of procurement involved.
- Prepares abstracts of offers and compiles 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 under the guidance of Procurement Officers.
- Finalizes purchase orders and contracts for approval by the Procurement Officer and, if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official.
- Assists relevant officers in more complex, higher value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action, etc.
- Maintains relevant internal databases and files; keeps track of any contractual agreements, systems 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.

- Drafts routine correspondence.
- Performs other duties as assigned.

COMPETENCIES:

- **Professionalism:** Knowledge of procurement policies, processes and procedures generally and, in particular, those related to the purchase of supplies and services. 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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS AND EXPERIENCE

Education: High school or equivalent diploma is required. Training in procurement and contracts management is desirable. Completion of procurement training including international certifications such as CIPS or SCOR-P is highly desirable.

Experience: A minimum of five (5) years of progressively responsible professional experience in procurement, contracts management, administration, logistic operations, or related area is required. At least five (05) consecutive years, directly related to procurement experience in conducting tender exercises to award contracts is required. Experience performing transactional functions related to procurement in Umoja or similar ERP such as SAP is desirable. Experience in Microsoft Office is desirable.

LANGUAGES: For the post advertised, fluency in oral and written English is required. Fluency in both local languages, Albanian and Serbian, are required.

As specified above, internal applicants are requested to submit a cover letter referring to [Job Opening No. TJO\(N\)-020/002](#), along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,
 Fax No: +381-38-504604 ext 5848
 E-mail to unmik-recruitment@un.org

The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post.