**Procurement Assistant (G.5), Central Support Services, Administrative Division**

**Vacancy number:** G.S. 20-04  
**Admin Number:** ADMIN/20/16  
**Post number:** 5-2957  
**Contract Information:** The first year of contract will be probationary with the possibility of further extension subject to satisfactory performance. This post is limited to local status only.*  

**Date of issue:** 13 February 2020  
**Deadline for applications:** 16 March 2019  
**Salary Information:** Approximately £29,732 net per annum (subject to deductions), free of income tax in the UK. Excellent benefits including medical insurance and UN pension scheme. For further benefits and entitlements, please click here.

### Purpose of the Post

Under the immediate supervision of the Procurement Officer, and the overall supervision of the Chief, Central Support Services, the incumbent will be responsible for a variety of tasks in the procurement of goods and services for the Organization.

For a detailed job description, please refer to page 2.

### Required competencies

- a) Ability to prioritise and organize tasks, manage time efficiently to meet deadlines.
- b) High degree of initiative, accuracy and attention to detail, ability to work quickly and effectively with minimal supervision.
- c) Ability to adapt to a broad range of tasks and work under pressure to tight deadlines or at short notice.
- d) Ability to interact harmoniously with staff at all levels and to work effectively in a team, within an international environment.
- e) Ability to maintain confidentiality and to deal tactfully in all situations and interactions.

### Professional Experience

At least five years’ relevant experience in administrative work. Experience within the UN common system or similar international organization would be an advantage and specifically in Procurement, which would be preferred.

### Education

Secondary education to university entrance standard. Certificate in the field of procurement or contract management and CIPS 2 certificate highly desirable.

### Language Skills

Complete proficiency in English (oral and written). Knowledge of other official languages of the UN will be an asset.

### Other Skills

Excellent computer skills including advanced proficiency in MS Office (in particular, MS Word and MS Excel). Knowledge and experience in the use of SAP or other Enterprise Resource Planning (ERP), and in particular, the procurement workflow is highly desirable. Strong numeracy and analytical skills.

### How to apply

Applications must include an up to date Personal History Form (also available from our website www.imo.org) and should be accompanied by a cover letter stating the reasons for applying and experience relevant to the post. Applications should be sent to the following email address: recruitment@imo.org.

Please quote G.S. 20-04 in the subject line of your e-mail application.

Please do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are short-listed for interview.

Short listed candidates will be tested in all relevant areas.

*Local status requires candidates to have full and unhindered permission to live and work in the UK.*
MAIN DUTIES AND RESPONSIBILITIES

1. Carry out the procurement of goods and services in strict compliance with procurement guidelines, procedures and applicable rules and regulations.

2. Review requisitions for completeness and correctness, issue solicitations (RFQ/ITB/RFP), evaluate bids or make arrangement for evaluation by teams, correspond with vendors, and make recommendations for award.

3. Finalizes purchase orders and contracts for approval by the Procurement Officer. Follow-up on pending procurement matters, as necessary.

4. Ensure that a complete audit trail is maintained for all procurement transactions and that case files are kept in accordance with corporate standards.

5. Provide guidance to customers on established procurement procedures, and if needed, general advice on drafting of terms of reference, evaluation criteria, etc.

6. Maintain the Vetted Vendor Database and ensure that Vendor Performance Reports are regularly completed. Identify potential new vendors through market research and initiate vetting procedure.

7. Support Senior Procurement Assistant in maintenance of the Contracts Management Database and alert stakeholders when action for renewal, or re-tendering needs to be taken.

8. Collect/update information for input to the Annual Procurement Plan, and monitor related transactions and adjustments to the Plan. Issue reminders for timely action to be taken.

9. Maintains procurement files (both paper and electronic) and databases for work unit

10. Provide support and/or back-up to other Procurement Assistant(s) as required.

11. Perform other duties, as assigned, consistent with the level of the post.