



## United Nation Development Programme

### Terms of reference

**Position title:** Procurement Associate  
**Location:** Maputo - Mozambique  
**Level:** G7  
**Duration:** 1 years (with possible extension)

Under the guidance and direct supervision of the Procurement Officer, the Procurement Associate provides leadership in execution of procurement services in the Service Center (SC) ensuring their effectiveness, transparency and integrity. The Procurement Associate promotes a client-focused, quality and results-oriented approach in the Unit.

The Procurement Associate coordinates and supervises the pool of drivers of the CO. The Procurement Associate works in close collaboration with the operations programme and project teams in the CO and UNDP HQs staff for resolving complex procurement-related issues and information delivery.

#### Specific Responsibilities:

1. Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper functioning of a client-oriented procurement management system.
2. SC Procurement business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in Procurement and Logistics, control of the workflows in the Procurement section.
3. Elaboration and implementation of cost saving and reduction strategies in consultation with office management.
4. Provision of researched information for formulation and implementation of contract strategy and strategic procurement in the CO including tendering processes and evaluation, managing the contract and contractor, legal considerations and payment conditions, sourcing strategy, supplier selection and evaluation, quality management, e-procurement introduction.
5. Support to the preparation of procurement plans for the office and projects and their implementation monitoring.
6. Organization of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations.
7. Preparation of Purchase orders and contracts in and outside Atlas, preparation of Recurring Purchase orders for contracting of services, vendors' creation in Atlas.
8. Review of procurement processes conducted by projects; submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP).
9. Implementation 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.
10. Presentation of researched information on procurement in the CO.
11. Preparation of cost-recovery bills in Atlas for the procurement services provided by UNDP to other Agencies.
12. Organization of joint procurement processes for the UN Agencies in line with the UN reform.
13. Development and update of the rosters of suppliers, implementation of supplier selection and evaluation.
14. Preparation of inventory reports.
15. Implementation of Inventory and physical verification control in the projects.

16. Arrangement of shipments; tax exonerations; vehicle maintenance.
17. Timely conducted vehicle maintenance surveys.
18. Organization of trainings for the operations/ projects staff on Procurement.
19. Synthesis of lessons learnt and best practices in Procurement.
20. Sound contributions to knowledge networks and communities of practice.

**Qualifications:**

Education:

Secondary Education with specialized training in procurement. University Degree in Business or Public Administration would be desirable, but it is not a requirement.

Experience:

5 to 7 years of progressively responsible administrative experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc), advance knowledge of automated procurement systems, experience in handling of web based management systems.

Language Requirements:

Fluency in Portuguese and English.