

Advertisement

Junior Professional Officer

Procurement Officer



World Food Programme Closing date 10th March 2019

I General information

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| Title: | Procurement Officer |
| Sector of Assignment: | Supply Chain - Procurement |
| Country: | Italy (y1), Senegal (y2-3) |
| Location (City): | Rome (y1), Dakar (y2-3) |
| Agency: | HQ Food Procurement Unit, Rome, Italy (Phase I) In Regional Bureau Dakar (Phase II) |
| Duration of Assignment: | Initially one year with the possibility to extend up to a maximum of 3 years |
| Grade: | P2 step 1 in the first year, or P1 step 1, depending on the level of education and relevant working experience |

Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

Nationals of the country of assignment, Senegal, are also not eligible

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm>

Please read the criteria and FAQ section carefully before considering applying

II Duties

General

JPO will be responsible for the global procurement of food commodities for all WFP operations worldwide, as well as supporting all WFP Country Offices in carrying out their procurement activities.

Responsibility 1: **Tendering and evaluation**

- Together with Procurement Officer provide inputs for tender preparation

Responsibility 2: **Contracting / Execution**

- Provide comments on any amendments to the contracts
- Report and follow up on disputes arising from the contract.
- Follow contract execution with different WFP departments – shipping, RMBP quality team.
- Approve final markings received from suppliers in close cooperation with assistants
- Follow contract execution with suppliers (delivery periods, etc...)
- Periodically review shipment status and proactively identify delays or issues that can compromise the shipment period.
- Request supplier updates on shipments

Responsibility 3: **Quality / Inspection**

- Provide inputs for preparation of RFQ for inspection services/appointment of superintendents in case of existing LTAs. Clear Inspection RFQs, before issuance.
- Follow superintendent performance; follow up on daily reports.
- Check final inspection certificates and clear/accept Service Entry Sheets (SES).
- Discuss plans for corrective actions with suppliers in consultation with the Quality unit and follow up actions.
- Submit for Approval of Superintendent Purchase Orders for final authorisation.
- Resolve or escalate to higher level the disputes arising from the contract implementation;
- Monitor rejected cargo at destination and process of replacement in coordination with the supplier, Country Officer (CO), Quality unit, Shipping
- Discuss with all the stakeholders and propose amendments to the contractual terms and conditions
- Provide timely technical assistance, guidance and support on procurement matters to COs as required
- Review inspection scope of work in coordination with Quality unit and propose amendments/revisions as required
- Optimize superintendents' execution process: review underperformance, monitor turnaround time.
- Provide inputs for preparation/issuing Inspection LTAs

Responsibility 4: **Payments**

- Final review of invoice and cargo documents vis-a-vis contractual terms and actual good receipts
- Approval or rejection of invoices in Invoice Tracking System (ITS) based on the results of final review of documents, invoices and goods receipts.
- Clarify the reasons for delays with the suppliers and other stakeholders (Shipping department) and propose penalties.
- Provide regular analysis of liquidated damages by commodity type and by supplier.
- Calculate value of the penalty and escalate to the higher-level discussion with the supplier regarding application of penalties
- Process payments in ITS.
- Review pending payments in ITS and work closely with Assistants to avoid backlogs/delays.

Responsibility 5: **Staff Capacity development**

- Act as first level supervisor for Procurement Assistants.
- Staff capacity development: review of PACEs/performance appraisals within deadline

Responsibility 6: **Others**

- Prepare statistics on purchases
- Assist in preparation of reports/presentations.

III Training component: Learning elements and expectations

At the end of the three years assignment, the JPO will have attained:

- A good knowledge of WFP food procurement rules and procedures.
- A complete, in depth grasp of procurement practices.
- General understanding of WFP overall operations and activities.
- Demonstrated ability to develop and maintain effective working relationships and avoid conflict with host population, WFP donors, NGOs and other UN agencies; ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision; ability to draft clear concise reports or rationale for procurement decisions on key issues.
- Demonstrated effectiveness in developing procurement decisions on key issues; ability to provide seasoned technical advice in a broad range of procurement areas to managers; ability to formulate new strategies and technical approaches to procurement issues and related areas.

The JPO training programme includes the following learning elements:

- Attend Level 2 UNDP procurement certification course accredited by the Chartered Institute of Purchasing and Supply (CIPS)
- Attend Grade 1 Trade Foundation Course delivered by the London based Grain and Feed Trade Association (GAFTA)
- The JPO position includes a Duty travel and training allowance (DTTA) of \$ 4.000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Procurement Officer

Content and methodology of supervision

In order to achieve the outcomes herein described, the supervisor will set clear deliverables, with matching key performance indicators that all for the JPO to track progress and report on achievements in a way that is documented.

V Required Qualifications and Experience

Education:

Master degree or equivalent in one or more of the following disciplines: economics, commerce, business administration, legal, accounting, supply chain or related field.

A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

Working experience :

- Two to maximal 4 years relevant working experience, in procurement or other related fields, including at least 1 year in food procurement and/or commodity trading related fields.
- All paid work experience since obtaining Bachelors degree will/can be considered.

Languages :

- Fluency in English and French, both oral and written.

- Intermediate level of one, or more, of the following official languages: Spanish, Arabic, Chinese, Russian and/or Portuguese

Additional competencies

- Knowledge of food procurement in developing countries.
- Demonstrated knowledge of food commodity markets, national and international.
- Demonstrated knowledge in the commodities market, and
- Experience with large international conglomerates preferable.
- Fluency in both oral and written English.
- Proficiency in Windows MS Office (Word, Excel, PowerPoint, Outlook);
- Strong communication, and negotiation skills and problem-solving approach, high ethics and values.
- Exposure to the international arena either by direct work for an international institution/organization; or, if working for a national entity, by way of interacting with international stakeholders;
- WFP's international professionals are required to serve in different locations around the world during the course of their career (including in hardship duty stations); willingness to be mobile would maximise opportunities for long-term retention into the Organization

VI Background information on Agency/Department/Section

The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. We are currently seeking for a Junior Professional Officer to fill the position of Procurement Officer within our Food Procurement Unit based in Rome, Italy for one year and then to fill a position of Procurement Officer with an on-going emergency operation or to fill a post in Regional Bureau Dakar for a 2-year period.

CONTEXT AND BACKGROUND

WFP procures an annual average of 3 million MT of mixed food commodities for operations in 76 countries, The HQ Procurement Unit is responsible for the global procurement of food commodities for all WFP operations worldwide, as well as supporting all WFP Country Offices in carrying out procurement activities. The organisation requires commodity supply strategies and procurement best practices that allow it to manage price and supply risks and drive cost savings and on time deliveries. To achieve this the Food Procurement Unit is seeking a Food Procurement Officer with top analytical skills.

VII Information on living conditions at Duty Station

For general information regarding Senegal you can have a look at these websites:

<https://www.cia.gov/library/publications/the-world-factbook/geos/sg.html>

<https://www.who.int/countries/sen/en/>

You will receive other specific Information on security, availability of housing, medical services and possibly schooling (for young children) at the moment of your onboarding, in order to facilitate your transfer and settlement in the new Duty Station.

Dakar is a regional hub for various UN agencies and NGOs in West and Central Africa and there are opportunities for employment of spouses and partners. Spouses can legally work in Senegal, Dakar once their stay is regularized.

VIII How to apply

Kindly register your profile and apply through our E-recruitment system:

https://career5.successfactors.eu/career?career_company=C0000168410P&lang=en_GB&company=C0000168410P&site=&loginFlowRequired=true

closing date.: 10th March 2019

For general information on the job, the conditions and the application procedure etc. please write to this email: **wfprecruitment@wfp.org**

Applicants will receive acknowledgement of receipt of their submission