

PROCUREMENT SPECIALIST

Location :	Khartoum, SUDAN
Application Deadline :	
Additional Category	Management
Type of Contract :	TA International
Post Level :	P-3
Languages Required :	English
Expected Duration of Assignment :	

Background

The Comprehensive Peace Agreement (CPA) that brought to an end of two decades of war in Sudan stipulated that there should be a referendum on self-determination for Southern Sudan. According to the CPA this referendum 'shall be an internationally monitored referendum, organized jointly by the GOS and the SPLM/A, for the people of South Sudan to: confirm the unity of the Sudan by voting to adopt the system of government established under the Peace Agreement; or to vote for secession.' This referendum on self-determination for Southern Sudan is expected to take place in January 2011. The Referendum Bill is expected to be passed in the forthcoming months and a Referendum Commission to organize the referendum is expected to be established.

UNDP is establishing a referendum support project to assist the Referendum Commission, once it is established in organizing the referendum and to support key stakeholders in the referendum process such as civil society, media and the police. UNDP will work in close coordination with the UN Mission in Sudan (UNMIS) and other organizations, institutions and donors providing assistance to the referendum process. Referendum assistance from the international community is expected to be robust and comprehensive in light of the importance and historic significance of the referendum.

Multiple electoral and referenda events will take place in Sudan in 2010 and 2011. Sudan is scheduled to hold six levels of elections in 2010 and the first phase of preparations for the referendum will coincide with ongoing preparations for the elections scheduled for April 2010. Another referendum, the referendum on the status of Abyei, is to be conducted by the Abyei Referendum Commission simultaneously with the referendum on Southern Sudan. These multiple events that will take place add to the already enormous challenges that will be faced in organizing the referendum for Southern Sudan.

Under the direct supervision of the Programme Specialist in coordination with other Procurement Specialists and in close coordination with the Principal Senior Referendum Advisor, the Procurement Specialist provides procurement services to Referendum project by ensuring high quality and accuracy of work. The Procurement Specialist works in close collaboration with the operations programme and project staff in the PMU and UNDP CO staff to exchange information and ensure consistent service delivery.

Duties and Responsibilities

Ensures elaboration and implementation of operational strategies focusing on achievement of the following results in close collaboration with the procurement and contracting unit:

- Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; elaboration of the effective internal control, proper design and functioning of a client-oriented procurement management system
- Elections Project procurement business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement, control of the workflows in the Procurement Unit, harmonization with the workflows in the office
- Elaboration and implementation of cost saving and reduction strategies
- Elaboration and implementation of contract strategy in the project funding tendering processes and evaluation, contractor appraisal, evaluation and negotiation of offers, management of the contract and contractor, legal considerations and payment conditions, risk assessment
- Elaboration and implementation of strategic procurement in the project including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement introduction and promotion, performance measurement

Ensures efficient management of procurement processes focusing on achievement of the following results:

- Timely and proper preparation of procurement plans for the office and projects, establishment of the deadlines and monitoring of their implementation
- Establishment and implementation of proper monitoring system and control of procurement processes including organization of RFQ, ITB or RFP, receipt and evaluation of quotations, bids or proposals, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations
- Certification of submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP)
- Management of procurement contracts
- Elaboration and implementation of the internal control system which ensures that Purchase Orders (PO) are duly prepared and dispatched. Timely corrective actions on POs with budget checks errors and other problems
- Management of the implementation of the procurement processes monitoring system and mechanisms to eliminate deficiencies in procurement

Ensures elaboration, introduction and implementation of sourcing strategy and e-procurement tools focusing on achievement of the following results:

- Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms
- Management of the e-procurement system

Ensures facilitation of knowledge building and knowledge sharing in the project focusing on achievement of the following results:

- Organization of trainings for the Service Center and projects staff on Procurement
- Organization of trainings for Government Staff on Procurement is required
- Synthesis of lessons learned and best practices in Procurement
- Sound contributions to knowledge networks and communities of practice

Competencies

Core Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

- Treats all people fairly without favouritism

Functional Competencies:

Knowledge Management and Learning

- Promotes knowledge sharing and learning culture in the office
- In-depth knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to lead procurement processes using specific procurement methods (RFQ, ITB, RFP)
- Ability to introduce and implement strategic procurement, contract and sourcing strategy
- Ability to lead implementation of new systems (business side), and affect staff behavioural attitudinal change
- Demonstrates a complete in-depth grasp of procurement rules and practices

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities

Required Skills and Experience

Education:

- Master's Degree or equivalent in Business Administration, Public Administration, Finance, Economics or related field

Experience:

- 5 years of relevant experience at the national or international level in procurement management
- Experience in the usage of computers and office software packages (MS Word, Excel, Atlas financial module) and advance knowledge of web based management systems
- Experience of UN procurement is essential

Language Requirements:

- Fluency in both written and spoken English.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture.

Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.