

## VACANCY ANNOUNCEMENT OMPB/PAN/2008/008

Post Title: Procurement Assistant GS-4

Duration: 1 year (renewable)

Duty Station: UNHRD based in Panama

Entry-on-duty: As soon as possible

### **Accountabilities:**

- Extract and input data from various sources in procurement systems;
- Respond to queries regarding procurement data from staff in the unit and elsewhere in the Programme;
- Initiate administrative actions related to procurement information;
- Update and track processing of procurement actions;
- Prepare initial purchase orders and contracts for review by the Logistics Officer;
- Maintain relevant internal databases and files; keep track of contractual agreements;
- Verify claims for accuracy and conformance with procurement rules and regulations;
- Draft routine correspondence related to the unit's work and type a variety of material such as correspondence, reports and papers;
- Provide information related to the above functions and exchange a variety of statistical information;
- Extract and input data from various sources in administrative, human resource, procurement and other WFP systems;
- Extract, input, review for accuracy and file data from various sources;
- Maintain a selected number of administrative control records, such as for commitments and expenditures, travel, insurance, procurement and other;
- Initiate and process administrative actions such as those found in human resources, travel, procurement, disbursement;
- Review supporting documentation, verify claims for action and conformance with administrative rules and regulations and liaise with other offices as appropriate;
- Make computations, calculations and estimates and prepare basic reports or assist in the preparation of periodic reports including forms, tables, charts and other;
- Respond to queries from a variety of sources by providing available information and provide advice and guidance on rules and regulations related to area of work or direct to the most appropriate source;
- Draft correspondence relating to the area of responsibility;
- Design and update charts and tables utilizing graphic software, design hard copy and computer resident forms; initiate, update and track computer assisted processing of administrative actions;
- Provide information related to the above functions and exchange a variety of statistical information;
- Search for, retrieve, compile, assemble and archive a variety of statistical data from computer files, records, reports or from other sources for external use;
- Arrange meetings such as workshops and seminars;

- Make travel arrangements in line with administrative rules and procedures;
- Set up, classify and maintain files;
- Initiate and modify automated transactions;
- Perform other duties as required.

**Critical Success Factors:**

Ability to review a variety of data, identify and adjust data discrepancies. Identify and resolve operational problems. Ability to communicate moderately complex matters clearly and concisely. Ability to perform detailed work, work of a confidential nature and/or to handle a large volume of work possibly under time constraints. Ability to deal patiently and tactfully with people of different national and cultural backgrounds.

**MINIMUM QUALIFICATIONS:**

Secondary school education.

**Experience:**

At least three years of progressively responsible support or secretarial work experience, including at least one year in the field of finance, accounting, procurement, evaluation, audit or administrative services or other related field and at least one year at the G3 level or equivalent.

**Knowledge**

Experience utilizing computers, including word processing, spreadsheet and other WFP standard software packages and systems. General knowledge of UN system policies, rules, regulations and procedures governing procurement administration.

**Language:**

Fluency in both oral and written communication in Spanish and English.

**Desirable skills:**

Knowledge of UN/FAO manuals in the area of Procurement. Knowledge of WFP/FAO policies and procedures in the area of procurement, and WFP financial regulations and rules. Knowledge of WFP's Information System (WINGS - MM module) would be an advantage. Typing 35 wpm in English.

Qualified candidates who are interested in the above position are invited to submit their application by e-mail, in English, not later than **9 May 2008** to:

Email: [odpc.vacancy@wfp.org](mailto:odpc.vacancy@wfp.org) indicating in the subject: Vacancy Announcement OMPB/PAN/2008/008 Procurement Assistant.

For further inquiries kindly contact: [odpc.vacancy@wfp.org](mailto:odpc.vacancy@wfp.org), Tel. 317-3900, Fax.317-3903, Address Gaillard Avenue, Vicente Bonilla Street, Buildings 814-815, Clayton, Ciudad del Saber.

Further information about the post, can be downloaded from <http://www.wfp.org/spanish/?NodeID=6>.