

JOB DESCRIPTION

Department: Executive Office
Division: Administration Division
Post: Procurement Officer
Classification: Professional Staff
Grade: P-2

General Duties:

Under the overall direction of the Director, Executive Office, and technical guidance of the Head of the Finance Division, concurrently reporting to the Head of the Administration Division, the Procurement Officer is responsible for applying and enhancing the organization's policies on procurement activities. This includes managing procurement activities related to travel; evaluating, extracting, and assembling data on procurement actions in an accurate, timely manner; reviewing contracts; managing vendor relations; and ensuring compliance and correct application of appropriate internal control procedures related to the procurement process.

Responsibilities:

1. Act as the primary focal point for procurement activities initiated by responsible officers of the requisitioning units within the Secretariat, which typically involve the procurement of a variety of goods and services;
2. Review and analyze technical specifications to ensure completeness, accuracy, and competitive qualities and identify optional actions, if any, for recommendation;
3. Provide technical or procedural advice to Secretariat staff on procurement matters, policies, and issues, which may include conducting staff training;
4. Assist staff in matters regarding procurement policies and procedures, technical specifications, pricing, and/or products/services;
5. Review calls for proposals and other solicitation documents prepared by requisitioning staff;
6. Work with responsible staff in developing vendor selection criteria and technical specifications for solicitation; and evaluate vendor performance in terms of quality, price, delivery, equipment, payment terms, etc.;
7. Assist the Procurement Committee in organizing its meetings including preliminary reviews of purchase requests or proposals submitted by requisitioning units;
8. Ensure that relevant documents are complete after Procurement Committee meetings for the consideration of the Secretary-General;
9. Perform periodic reviews of purchase requests/orders in the system and bring issues or anomalies to the attention of the supervisor in a timely manner;
10. Coordinate and support the preparation of financial statements and reports by evaluating, extracting, and assembling data and information;
11. Provide procedural or technical advice for the development and verification of commitments and budgets;
12. Perform periodic reviews to ensure that procurement transactions are in compliance with the organization's policies and procedures and immediately bring any issues or questions to the attention of the responsible supervisor and/or manager;
13. Coordinate with staff members from other divisions to communicate information relevant to procurement

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activities;

14. Support the monitoring, management, and coordination of the implementation of audit recommendations and related responses;
15. Guide General Service (GS) staff/temporary staff on procedural aspects of work to improve and implement standard operating procedures; and
16. Perform additional duties as may be assigned by the supervisor(s).