

## Job Opening

**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 procurement policies. This includes managing procurement activities related to travel; evaluating, extracting, and assembling data on procurement in an accurate, timely manner; reviewing contracts; managing vendor relations; and ensuring compliance with 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 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 courses of action, 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 requisitioners.
6. Work with responsible staff in developing vendor selection criteria and technical specifications for solicitation and evaluating 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 from 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/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 activities are in compliance with the organization's policies and procedures and immediately bring any issues or questions to the attention of the supervisor and/or manager;
13. Coordinate with staff members from other divisions to communicate information relevant to procurement activities;

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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 the standard operating procedures; and
16. Perform additional duties as may be assigned by the supervisor(s).

**Qualifications:**

1. Education/ Certification:

- An advanced university degree (Master's degree or equivalent) in business administration, public administration, commerce, engineering, law, or a related field is required. A first-level university degree in a similar field in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Professional certification in purchasing, supply chain management, and/or logistics would be an asset.

2. Work Experience:

- A minimum of two (2) years of progressively responsible experience in procurement at a multinational corporation or large Non-Profit Organization, NGO, international organization, or similar is required.
- Experience in working in procurement processes and procedures in support of international organizations is desirable.
- Experience in business intelligence systems and data analysis is desirable.
- Experience in market research is desirable.
- Experience using an enterprise resource planning (ERP) system (SAP or similar) is desirable.

3. Mindset:

- Proactive, process-improvement attitude.
- People- and client-orientation.
- Innovative, critical thinker with strong analytical abilities.
- Ability to multitask, undertake cross-functional work, and deliver results under tight deadlines.
- Consultative, with a strong teamwork and team-building orientation based on inclusiveness.
- Attention to quality, accuracy, and detail.

4. Language and Communication Skills:

- High level of proficiency in both written and spoken English as well as strong report drafting and writing abilities are essential.
- Proficiency in spoken and written Japanese would be a significant advantage.