



POSITION TITLE:	Procurement Officer	GRADE LEVEL:	P-2
		DUTY STATION:	Budapest
ORGANIZATIONAL UNIT:	Shared Services Centre	DURATION *:	Fixed Term: 3 years
	AFDS	POST CODE/N ^o :	N/2001704
		CCOG CODE:	1A09

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Chief, Shared Services Centre, AFDS and the technical supervision of the Chief, Procurement Service, AFSP, will be in charge of the Procurement team of the FAO Shared Services Centre in Budapest. In particular will:

- plan, coordinate and supervise the work of the SSC Procurement Team;
- review and approve in the Organization's system, field purchase orders and work orders;
- review and approve payment request forms for field purchase orders;
- review and sign off as reviewing officer on all assets related documents;
- monitor the efficiency of all related systems support in the unit including the Oracle Financials Assets module; participate to the definition and request of system changes including IPSAS related work;
- report and analyse asset issues including production and dissemination of year-end reports and provision of Authoritative Assets Data to all other systems such as COIN, FPMIS, and the Data Warehouse;
- manage the transfer and disposal of obsolete and surplus assets including review of headquarters surplus equipment, make recommendations on its disposal through public tender, in-house sales, or for disposal as scrap, and monitor these transactions to ensure the best interests to the Organization are met;
- make recommendations regarding financial liabilities for lost or stolen assets and the appropriate action for recovery;
- provide input to training and briefings in assets functions; respond to audit queries; and provide information related to field purchase orders, works orders, outstanding field invoices and assets as required
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Business Administration, Finance, or related field
- Three years relevant experience in procurement, assets tracking or a related administrative support function in a large international organization
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two

SELECTION CRITERIA

Candidates will be assessed against the following:

- Overall relevance of experience in procurement, asset management and administrative functions
- Extent of knowledge of the UN system rules, policies and practices related to procurement
- Demonstrated experience in the supervision of staff
- Good communication skills
- Demonstrated ability to work as an effective team leader and with limited supervision
- Knowledge of languages, whereby working knowledge of English would be an asset.
- Ability to write clearly and concisely in English

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

*** The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

Level P-2 carries a net salary per year (inclusive of a variable element for post adjustment) from USD 69,744 to USD 83,793 (without dependants) and from USD 74,357 to USD 89,800 (with dependants)

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to: V.A **2252-AFD**
FAO Shared Services Centre
1055 Budapest, Kossuth Lajos Ter, 11 - Hungary
Fax No: +36 1 3011732
E-mail: AFDSH-Vacancies@fao.org

This vacancy is open to male and female candidates. Applications from qualified women candidates and applications from qualified candidates from non/under-represented member states are encouraged. Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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