



POSITION TITLE:	Procurement Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Procurement Services, CSAP	DURATION *:	Twelve months (with possibility of extension)
	Administrative Services Division, CSA	POST CODE/N ^o :	2004838**
	Corporate Services, Human Resources and Finance Dept., CS	CCOG CODE:	1.A.09

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief, Procurement Service (CSAP), the supervision of the Senior Purchasing Officer, CSAP and with leeway permitted for the exercise of independent judgment, the incumbent will plan, develop and implement initiatives to support decentralization and capacity development and will provide supervisory and technical guidance to procurement staff. In particular, the incumbent will:

- analyze requests for procurement for completeness and conformity with established FAO rules, procedures and practice;
- review, authorize or make recommendations regarding authorization of exceptions to established rules, procedures and practices, as necessary;
- draft tendering documents, oversee the selection, negotiation, preparation and issuance of contractual instruments and ensure that appropriate follow-up is carried out;
- manage, organize and supervise the work of staff assigned to ensure work output meets required standards;
- authorize up to approved limit, or recommend authorization of contracts, purchase orders or other appropriate contractual instruments, or take other appropriate action;
- research and identify potential sources of supply including interviewing potential contractors/service providers;
- advise appropriate strategy/approach to best serve institutional interests including requests from decentralized offices to undertake procurement locally;
- provide policy advice staff; review and propose modifications to policies, procedures to enhance effective and efficient implementation of institutional goals including identification of alternative contractual instruments to meet the Organization's business requirements;
- ensure that procedures for the maintenance of all relevant records and data are properly followed and use and supervise the current operation of the information technology systems to capture accurate information;
- with a view to adequately empowering field offices and to support their capacity development, provide guidance and supervision on the procurement process to decentralized offices and ensure that the relevant rules, procedures and practices are correctly applied with the aim of increasing transparency in the procurement of goods, works and services;
- participate in procurement capacity development missions worldwide, providing support and training to decentralized offices as necessary;
- perform other related duties as required.

****APPOINTMENT/PROMOTION TO THE POST IS TEMPORARY, ONLY FOR THE DURATION OF ASSIGNMENT****

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Business Administration, Commerce, Law, Communication or related field
- Seven years of relevant experience in procurement operations
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance and extent of experience in public sector procurement
- Demonstrated ability to analyse complex issues, formulate options and propose recommendations
- Demonstrated experience to work independently and in the field including difficult areas
- Excellent communication skills both orally and in writing in English and ability to communicate technical procurement matters in a simple, clear and concise manner
- Working knowledge of a second official language would be an asset
- Ability to supervise and train staff
- Work experience in more than one location or area of work, particularly in field positions is desirable

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

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>

Send your application to:

V.A **CSA-45-14-PRJ**
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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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