



<b>POSITION TITLE:</b>	<b>Procurement Officer</b>	<b>GRADE LEVEL:</b>	<b>P-3</b>
		<b>DUTY STATION:</b>	<b>Zimbabwe or other duty stations</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Procurement Service, CSAP</b>	<b>DURATION *:</b>	<b>Twelve months (with possibility of extension)</b>
	Administrative Services Division, CSA	<b>POST CODE/N°:</b>	<b>various - N**-Unidentified</b>
	Corporate Services, Human Resources and Finance Dept., CS	<b>CCOG CODE:</b>	<b>1A09</b>

**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**

**DUTIES AND RESPONSIBILITIES**

Under the supervision of the Chief, Procurement Service (CSAP) and the FAO Representative in the relevant country, and in close consultation with the FAO Emergency Coordinator, if applicable, and technical staff, the incumbent will undertake and supervise all procurement activities within the FAOR's directly delegated or re-delegated procurement authority. In particular, the incumbent will:

- supervise and manage the Procurement Unit and its workload;
- undertake the Buyer function in conformity with FAO rules and regulations;
- review Letters of Agreement in conformity with the Quality Assurance function as set forth in FAO rules and regulations;
- act as Authorized Official with respect to procurement activities and Letters of Agreement, as delegated;
- identify potential vendors for equipment and/or services and maintain appropriate and updated rosters;
- identify and make initial determinations and recommendations concerning disputes or claims arising out of procurement actions;
- organize and participate in, as appropriate, local tender opening panels and the Local Procurement Committee (LPC);
- coordinate the preparation and consolidation of procurement plans;
- maintain accurate statistics relating to procurement actions and Letters of Agreement and prepare reports;;
- coordinate with forwarding agents relating to custom clearance, packing, and shipment of goods and maintain logistics records of such procurement-related activities;
- maintain insurance records;
- 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, engineering or a relevant technical field
- Five years of relevant work experience in procurement, logistics and project operations
- Working knowledge (level C) of English and, if required by conditions in country of assignment, one of the following languages, Arabic , Chinese, French, Russian or Spanish

**SELECTION CRITERIA**

*Candidates will be assessed against the following:*

- Relevance and quality of work experience in procurement operations
- Depth of knowledge regarding procurement and contractual issues
- Demonstrated experience to work independently and in difficult areas
- Demonstrated ability to analyze problems and make appropriate recommendations
- Ability to communicate clearly and concisely both in writing and verbally
- Extent of supervisory experience.
- Knowledge of local languages would be an asset.

*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/>

**TO APPLY: Carefully read and follow the Guidelines to applicants**

Send your application to:

V.A **CSA-726-11-PRJ**  
 Ms Regina Gambino, Chief, Procurement Service, CSAP  
 FAO Viale delle Terme di Caracalla 00153 Rome ITALY  
 Fax No: +39 06 5705 4959

E-mail: VA-726-11-PRJ-CSAP@fao.org

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