



Food and Agriculture Organization of the United Nations

## CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT N°: IRC4593

Issued on: 5 September 2017

Deadline For Application: 19 September 2017

JOB TITLE: Vendor Management Consultant

TYPE OF CONTRACT: PSA

DUTY STATION: Islamabad, Pakistan

ORGANIZATIONAL UNIT: FAPAK

DURATION: 6 Months

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.  
Persons with disabilities are equally encouraged to apply.  
All applications will be treated with the strictest confidence.**

### Organizational Setting

This position is located in FAO Representation to Pakistan, based in Islamabad. The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors and to use their environmental and natural resources in a sustainable manner.

### Reporting Lines

Under overall supervision of the FAO Representative in Pakistan (FAOR), Under direct supervision of Procurement Officer and overall guidance of International Procurement Officer, the consultant will perform the following duties:

### Main Purpose

The Vendor Management Consultant will perform a few routine administrative and control functions in support of FAO's procurement services. Contribute to the update of the risk management strategies and policies for handling and sourcing vendors. Assist in the formulation and drafting of guidance related to vendor management.

### Tasks and responsibilities

- Initiate Vendor pre-qualification exercises through extensive research of internet, local media, use of UN tools, public advertisements, etc.
- Facilitate physical visits of the FAO Vendor Assessment Committee to the Vendors' premises, offices, and warehouses with purpose of verifying data and statements made by the Vendors at the time of pre-qualification exercises.
- Analyze industry and market trends in respect of availability of goods, works and services required by FAO.
- Review the vendor management and monitoring system of vendors' performance evaluation, make clear recommendations concerning the processes and propose improvements.
- Perform due diligence reviews and conduct risk assessments of new vendor's pre-qualifications and registration. Submit findings and recommendations to FAO Vendor Assessment Committee.
- Update vendor database and record of profiles of each vendor.
- Perform supplier maintenance and cleanup of duplicate vendors or those vendors that have been identified as non-active and should be deactivated from the system. Work collaboratively with technical/programme staff to identify any potential vendors to include those in the FAO's prequalification's processes accordingly.
- Verify and double-check that the existing vendors from FAO database are not subject of listing at the UN consolidated list of individuals and entities with association to terrorist organizations.
- Explore options of optimization of the vendor management function.

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### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- University degree in Business/ Public Administration or relevant field
- Minimum of 3 years of experience in related function.
- Working knowledge of English (or Arabic, Chinese, French, Russian or Spanish)

## FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

## Functional Skills

- Knowledge of United Nations and International Organizations' administrative policies and procedures.
- Good knowledge of common administrative and financial rules and regulations
- Good knowledge of communication and documentation standards
- Knowledge and understanding of sourcing within the procurement function.
- Strong research skills, ability to conduct benchmarking analysis in support of vendor identification, selection and performance management.
- Display initiative and take responsibility for achieving agreed outputs within set deadlines and closely follow-up until successful outputs are achieved.
- Continue to seek new, innovative and improved methods and systems for accomplishing the work assigned.
- Identify and recommend remedial measures to address problems in systems design or implementation

## Selection Criteria

- Candidates will be assessed against the requirements listed above.
- Experience in the Vendor Management is desirable.

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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## ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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## HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

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