



## Food and Agriculture Organization of the United Nations

## CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT N°: IRC4629

Issued on: 11 September 2017

Deadline For Application: 25 September 2017

**JOB TITLE:** Procurement Consultant, Category C

**TYPE OF CONTRACT:** Consultant

**DUTY STATION:** Various duty stations

**ORGANIZATIONAL UNIT:** Procurement Service, CSAP  
Administrative Services Unit, CSA

**DURATION:** From 3 to 11 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

Procurement Service provides policy and operational support to ensure that the Organization procures good, works and services based on 'Best Value for Money' principles.

The post will be located in a decentralized office and may be responsible for procurement activities in more than one country. The Procurement Consultant performs procurement activities related to the preparation of tender documents, draft and finalization of contracts or Purchase Orders for goods, work or services for FAO decentralized offices

### Reporting Lines

The Procurement Consultant reports directly to the International Procurement Officer based in the country, if any, for functional and policy guidance and administratively to the highest ranking Officer in the duty station.

### Technical Focus

Procurement of goods and services and Quality assurance for Letters of Agreement in compliance with FAO rules and regulations.

### Tasks and responsibilities

The Consultant will provide support to ensure that procurement activities comply with FAO's established policies and procedures and reflect best practice for public procurement. The key functions of the consultant will be as following:

- Plans, develops and manages all procurement and contractual aspects assigned by the International Procurement Officer (IPO).
- Provides support to requisitioning units on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle, meeting objectives under tight deadlines;
- Assists in preparing solicitation process, identifies method of solicitation, drafts tendering documents, identifies sourcing strategy and distributes invitations to tender, also using e-tendering system and supports bid/proposals evaluations while ensuring the solicitation process is fair, objective and transparent and that it follows the general principles, as set forth in the FAO Manual Section;
- Conducts market research to keep abreast of market developments; researches and analyses statistical data and market reports on the world commodity situation, production patterns and availability of goods and services;
- Makes initial determinations and recommendations concerning disputes or claims arising from contractual instruments or procurement processes;
- Assists in the preparation of monitoring reports, reviews and analyses data and make recommendations based on findings;
- Performs other duties as required.

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### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- Advanced university degree in Law, Business, Administration, Economics, Public Administration or Commerce or a related field. Candidates holding a first level university degree, Bachelors' degree or equivalent, may also be considered if possessing two additional years of relevant work experience.
- Three years of relevant experience in procurement related activities;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

## FAO Core Competencies

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

## Technical/Functional Skills

- Demonstrated knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services;
- Extent and relevance of experience in public sector procurement dealing with complex contractual issues, revise and draft contract, formulate options and propose recommendations;
- Extent and relevance of experience in identifying clients' procurement-related needs and in providing support and guidance from clients' point of view;
- Extent and relevance of experience in logistics operations is desirable;
- Depending on the duty station, working knowledge of a second official language (in particular French and/or Arabic) might be required;
- Knowledge of procurement-related IT tools and systems (i.e. enterprise resource planning, inventory management, procurement, database management applications, etc.);
- Work experience in more than one location or area of work, particularly in field positions 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

- 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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