Food and Agriculture Organization of the United Nations

CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT Nº: IRC4638

Issued on: 12 September 2017
Deadline For Application: 30 September 2017

JOB TITLE: PROCUREMENT AND IT SPECIALIST		**TYPE OF CONTRACT:**	**Consultant or PSA**
		DUTY STATION:	**Erbil, Iraq**
ORGANIZATIONAL UNIT:	FNIRQ	**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
FAO's office for Iraq is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing countrywide food, agriculture and rural development priorities under the current L3 Emergency. It develops and maintains relations with the relevant Ministries at country level. The position is based in Erbil with frequent visits to Baghdad and Jordan.

Reporting Lines
Under the overall guidance of the FAO Representative Iraq, the direct supervision of the Senior Emergency Response Coordinator in Iraq, in collaboration with CSAP, CIO and CSFP at HQ and in close consultation with the multidisciplinary technical team (RNE), country office Iraq, the Procurement & IT Consultant will lead and responsible to manage day-to-day activities related to Procurement and IT in Iraq country office as defined below.

Technical Focus
Management of procurement and IT related tasks/plans, process purchase orders, bidding and contracts facilitate and support program team in procuring programmatic good/service at country Level.

Tasks and responsibilities
Procurement:

- Examine and appraise requests for procurement action under the delegated authority for procurement to ensure they are technically complete and in conformity with established FAO rules and procedures.
- Determine the type of procurement action required and tender procedure to be used in the selection of supplier and the firms to be invited to tender. Support to requisition unit(s) on the full range of procurement issues at all stages of the procurement cycle.
- Initiate appropriate action with respect to all procurement matters, within the delegated authority including reviewing specifications, drafting tender documents, identifying suppliers , issuing tenders , preparing initial review of offers received reviewing evaluations and submissions to the local procurement review committee, negotiating as necessary, finalizing procurement documents and act in collaboration, consultation and agreement with other offices of the organization as appropriate.
- Prepare technical and commercial correspondence to suppliers and divisions with reference to equipment to be purchased or already purchased. Investigate and identify potential sources of supply for equipment or services required and continue to update/maintain the vendor's list for the both the Representations of Iraq and Jordan.
- Take lead and participate, as appropriate, on tender opening panels, local procurement committee and contract amendment committee.
- Prepare a procurement plan for both the Representations in support (as necessary) with concerned RNE staff. Establish and ensure a periodic and regular reporting on action undertaken and issues encountered to the OIC procurement and\or the AFSP in HQ.
- Prepare a procurement database recording all procurement actions undertaken and enabling their quick and easy review and tacking.

- Obtain required clearance(s) on ad-hoc increased delegated authority and/or any other technical clearances

and approval required for any procurement action by working closely with CSAP to ensure proper procurement actions are undertaken.

IT Support:

The incumbent will be Responsible to provide a full range of IT support to Iraq Representation and its project offices based in different Governorates of Iraq which includes;

- Ensure installation and/or maintenance of all data processing equipment (including computers, printers, and photocopy machines), electronic and communications equipment in the coordinate office and Sub-Offices in the three northern governorates. This includes diagnosing hardware problems, performing minor repairs, and arranging for repairs by a third party if necessary.
- Ensure the installation and maintenance of local Area Networks, electronic mail systems, and Internet access.
- Supervise the development and maintenance of computerized data system like the impress Accounting system, the mapping system, the locally generated funds accounting system, the warehouse tracking system, and any other system required by the coordination office and Sub-Offices.
- Technically assist the staff in data processing related matters.
- Maintain a library of references for all installed equipment and software.
- Supervise and arrange for training of staff on communication equipment as required.

Additional Tasks:

- Liaison with Ministry of Agriculture and Water Resources and OCUNA (office of coordinator of UN affairs in KRG) for implementing FAO projects in KRG areas.
- Security focal point for FAO in Erbil, attending all weekly area security team meetings (ASMT) and establishing and maintain contact with visiting of FAO International staff to Erbil and ensuring that staff members of the agency were aware of the security of the security arrangements in effect in Erbil .
- Admin officer, carry out daily admin correspondences, update list of the staff for maintaining personnel files of national staff, daily attendance sheets, arrange visa for international staff, Preparing of all letter of exemptions for all the inputs which received from outside of KRG, Preparing warehouse balances and quarterly reports and whenever requested

---

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

Education and languages:
- Advanced University degree in IT, ICT or related field.
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

Work Experience:
- The ideal candidate would be a professionally qualified Procurement and IT Expert; and has at least 7 years' experience in the relevant field.
- Demonstrated knowledge and experience in Procurement cycle management and IT operational support.
- Proven experience and understanding of emergency procurement actions; understanding of FAO's corporate software, IT systems and operations would be desirable.
- Previous working experience with UN and/or international organizations will be an asset.
- Strong communication skills, networking and teamwork is required.
- Fully acquainted with and capable of facing multitasking environment, meeting tight deadlines and handling matters related to IT and procurement in a professional manner.
- Computer skills in Office Applications Including Excel, Word, Outlook, Power Point necessary.
- Candidate must have the ability to work harmoniously with people of different national and cultural backgrounds.

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

Technical/Functional Skills
- Work experience in more than one location or area of work
- Extent and relevance of experience in procurement, bidding/tendering and management of contracts for goods and services
- Extent and relevance of experience to handling FPMIs and GRMS, Fully acquainted with and capable of facing multitasking environment, meeting tight deadlines and handling matters related to IT and procurement in a professional manner
- Familiarity with and proven experience and understanding of emergency procurement actions; understanding of FAO's corporate software, IT systems and operations would be desirable

---

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

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
- 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/

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

FAO IS A NON-SMOKING ENVIRONMENT