



POSITION TITLE:	Senior Procurement Officer	GRADE LEVEL:	P5
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Procurement Service (CSDA) Corporate Services Department (CSD)	DURATION :	Fixed term: two years with possibility of extension
		POST NUMBER:	0251348
		CCOG CODE:	1.A.09.a

- [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.](#)
 - [The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization](#)
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Organizational Setting

The Procurement Service provides advice, guidance and oversight for FAO procurement operations and the Letter of Agreement Quality Assurance function both at headquarters and in FAO decentralized offices; it provides policy and operational support to ensure that the Organization procures goods, works and services based on "Best Value for Money" principles.

Reporting Lines

The Senior Procurement Officer reports to Chief, Procurement Service

Technical Focus

Management and overview of procurement activities at HQ and decentralized offices.

Key Results

The planning and management of major procurement service areas to support the effective management of FAO resources and safeguard the Organization's assets/services/goods in accordance with internal policies, UN procurement guidelines and International Standards and in alignment with the Organization's Gender Policy.

Key Functions

- Plans and manages procurement-service teams, leads and/or coordinates specialized procurement/contractual activities, provides leadership/secretariat services to the ad hoc Committees, leads and/or participates on Organization-wide committees or working groups, and/or supervises staff.
- Develops operational/work plans and oversees and/or coordinates procurement/contractual service areas and related activities, monitors risks, procurement/contractual controls and ensures compliance with FAO policies and regulatory framework.
- Directs the development and updating of the supporting operational, policy, control and/or risk management frameworks, involving the latest approaches and methodologies, streamlined business processes, new/revised procurement/contractual policies, and related tools, systems, technologies and related procedures.
- Directs the preparation/review/analysis of statutory and/or management reports, procurement/contractual statements, reports to donors as well as specific reports for Governing Bodies, donors and other partners.
- Analyses complex procurement/contractual and risk related issues and provides advice and assistance to managers at HQ, the Decentralized Offices, ad hoc Committees and/or Governing Bodies etc.
- Represents FAO and develops consensus on procurement/contractual matters with external providers, donors, partners, and UN procurement executives and provides information/clarification to auditors.
- Promotes best practices and capacity development at HQ and the Decentralized Offices and leads and/or participates in related training.

Specific Functions

- Recommends the establishment of framework agreements for standard goods repeatedly procured by the Organization's decentralized offices and coordinates and participates with the Senior Contracts Officer and relevant technical divisions to the establishment of such procurement tool.
- Reviews and advises on requests received from decentralized offices to carry out procurement activities under ad hoc increased delegation of authority and when authorized, guides and supervises their implementation.
- Negotiates with Donors procurement component on the funded projects.
- Analyzes procurement proposals for completeness and conformity with established FAO rules, procedures and practice; determines appropriate strategy/approach to best serve organizational interests.
- Reviews and authorizes as delegated or makes recommendations regarding authorization of exceptions to established rules, procedures and practices;
- Directs and supervises planning, solicitation, commercial evaluation, selection, negotiation, preparation, issuance of purchase orders, follows-up on orders and ensures timely delivery of inputs.
- Reviews divisional recommendations for procurement to ensure that recommended supplier conforms to FAO procurement requirements;
- Authorizes up to approved limit, or recommends authorization of purchase orders.

- Researches and identifies potential sources of supply including interviewing potential vendors, attending trade fairs, and reviewing documentation provided to assess suitability of their products to FAO requirements and market trends;
 - Reviews recommendations concerning disputes or claims arising out of procurement actions.
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CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration, law, finance or a related field
- Ten years of experience in procurement activities in an international organization, including a record of managing and delivering complex procurement programmes or related activities, and record of relevant field-support experience
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus
- Leading, Engaging and Empowering
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

Technical/Functional Skills

- Extent and relevance of experience in procurement activities in an international setting which include a proven record of managing and delivering complex procurement programmes
- Extent and relevance of experience in assessing critical linkages between procurement and business functions in and the ability to deal effectively with internal within a multicultural environment and with external clients within a country specific framework
- Extent and relevance of experience in managing teams.
- Extent and relevance of experience in preparing reports and other communication material clearly and concisely in English.
- Working knowledge of French or Spanish is considered an asset.
- Extent and relevance of experience in managing procurement-related functions in the UN system is desirable.

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

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see "How to Apply"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO Professional Employment Roster for a period of two years. The Roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

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

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