



Deadline For Application: 21 February 2011

POSITION TITLE:	Procurement Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Dhaka, Bangladesh
ORGANIZATIONAL UNIT:	FAO Representation in Bangladesh	DURATION *:	Fixed Term: one year (extendable)*
		POST CODE/N ^o :	
		CCOG CODE:	1A.09

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the FAO Representative (FAOR) in Bangladesh, the overall supervision of the Chief, Procurement Services (CSAP), and in consultation with the FAO Regional Office for Asia and the Pacific (RAP), Chief Technical Advisers (CTAs) and technical staff as required, while adhering to the Organization rules and practices and in line with the approved project documents, the incumbent will undertake and supervise activities related to procurement requirements and Letters of Agreement (LOAs) including those undertaken in the relevant country and within the FAOR's financial delegation of authority for procurement. More specifically:

- Supervise and manage the Procurement Unit in the FAOR office and all staff in the projects assigned to procurement.
- Undertake and supervise all procurement actions and related duties.
- Examine and appraise requests for procurement actions to ensure they are technically complete and in conformity with established FAO practice.
- Initiate appropriate action with respect to all procurement matters including reviewing specifications, drafting tender documents, issuing tenders, preparing initial review of offers received, reviewing evaluations and submissions to the relevant Procurement Committee, negotiating as necessary, finalizing procurement documents and act in collaboration, consultation and agreement with other offices of the Organization as appropriate.
- Undertake action related to review finalization and issuing of LOAs with the appropriate counterparts.
- Make determination on the type of procurement action required and tender procedure to be used in the selection of supplier/contractor and the firms to be invited to tender.
- 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.
- Make initial determinations and recommendations concerning disputes or claims arising out of procurement actions
- Plan work; carry out daily supervision and training of staff assigned to procurement as required.
- Prepare for and organize the meetings of the local tender opening panels, the Local Procurement Committee (LPC) and participate as appropriate.
- Prepare necessary draft submissions to the Headquarters Procurement Committee for approval and submission by the respective operating divisions.
- Collect and maintain accurate statistics information regarding procurement actions undertaken.
- Maintain and accurate and reliable inventory status both for local and Headquarters records and report to Headquarters accordingly.
- Undertake the logistics aspect of procurement (delivery follow-up, shipping, customs clearance, etc.).
- Arrange with forwarding agents in respect of clearing, packing, shipments.
- Collect and maintain accurate information and data regarding the insurance records.
- Review and suggest modifications to procedures relating to procurement actions.
- Be authorized to commit the Organization up to the amount so delegated (if any).
- Perform other related duties as required as the above list of tasks is not restrictive but only indicative.

* Appointment/Promotion to this position is for duration of assignment only

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in business administration, commerce, law, engineering, agriculture or another technical field in the Organization area of responsibility
- 5 years of professional experience in procurement operations
- Working knowledge (level C) of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance and quality of work experience in procurement operations preferably carried out according to UN and World Bank rules and regulations
- Extent 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, communicate clearly and concisely both in writing and

- verbally
- Extent of supervisory experience

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 **RAP-627-11-PRJ**
Ms Regina Gambino, Chief, CSAP
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 5705 4909
E-mail: VA-RAP-627-11-PRJ@fao.org

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

FAO IS A NON-SMOKING ENVIRONMENT