



Operational excellence for results that matter

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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**Vacancy code:** VA/2016/B5109/10564  
**Post Title:** Procurement/Administrative Assistant  
**Post Level:** L-ICA 5  
**Org Unit:** ECR, RSPC, Serbia  
**Duty Station (DS):** Belgrade, Serbia  
**Duration:** Four months, renewable subject to satisfactory performance and funds availability  
**Closing Date:** 17 August 2016

### **1. Project(s) Background**

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The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity. It is the first organisation in the world that was awarded four most prestigious accreditations for the project management, and it incorporates global best practices such as PRINCE2®. For its approach to project management and consistent quality UNOPS received ISO 9001 certification in 2011.

In Serbia, UNOPS has been active since 2000, and it established the Serbia Project Centre (RSPC) in 2013. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio- economic reforms, and facilitation of European Union integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

Currently, the RSPC is implementing eight projects, in the areas of: rehabilitation of the damage incurred during May 2014 floods in Serbia, sustainable municipal development, creating more favourable environment for employability, business and infrastructure growth, enhanced good governance, social inclusion including durable housing solutions for the most vulnerable population and their access to health, education and jobs.

### **2. Duties and Responsibilities**

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#### **Purpose and Scope of Assignment**

Under the guidance and supervision of Procurement Officer, the Procurement/Administrative Assistant provides procurement and administrative support to the Procurement Unit in the acquisition of goods, works and services ensuring high quality and accuracy of work.

The Procurement/Administrative Assistant promotes a client, quality and results-oriented approach and works closely with project staff so to ensure effective service delivery.

In particular, the Procurement/Administrative Assistant is responsible to:

- Review placed Requisition Orders so to ensure completeness, accuracy and follow up on specificities and requirements of requested goods, works and/or services with the initiating unit;
- Assist in preparing the adequate technical specifications/TOR required for successful tendering procedure;
- Prepare and conduct requests for quotation (RFQs) and shopping processes, collect and evaluate

quotations, negotiate contract particularities and prepare documentation for authorization of procurement contracts in full compliance with the UNOPS procurement and financial rules and regulations;

- Prepare Purchase Orders and contracts in and outside of oneUNOPS;
- Correspond with vendors regarding product availability and delivery;
- Receive, inspect and verify purchased goods and schedule deliveries to end users;
- As and when required, provide assistance in management of invitations to bid (ITB) and request for proposals (RFP) procurement processes;
- Prepare payment documentation ensuring full compliance with the financial rules and regulations and liaise with the Finance Unit for any required data pertaining to the payment;
- Establish Projects' contracts and grants tracking plan to ensure access to current status and conformity with the set schedules and terms of the contract;
- Conduct market research in order to obtain information on competitive market conditions and trends, and identify possible suppliers for requisitioned items;
- Assist in procurement of goods, works and services at the best value, ensuring reliability of sources, anticipating problems and taking timely and appropriate decisions to ensure objectives are met;
- Maintain and regularly update contracts, procurement and administrative hard copies and electronic data-bases and ensure auditable trail on all purchases;
- Provide input for regular update of suppliers roster;
- Liaise with the tax office for tax exemption of procurement related payments;
- Activities related to oneUNOPS, including processing of Purchase Orders, registration of Suppliers and preparation of Payment Requests

Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

At the request of UNOPS Serbia Operations Centre (RSPC) Manager, and as may be reasonably required, provide support to RSPC activities in line with the scope of the services of this ToR, in order to promote the common objectives of the RSPC and donors of its projects.

### **3. Required Selection Criteria**

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#### **a. Education**

- Secondary school education,
- Bachelor's degree in Procurement, Finance, Economy or related field will be considered as an asset

#### **b. Work Experience**

- Five years of relevant experience in procurement and/or administrative support services is required in combination with a high school diploma. BA degree may substitute for some years of experience.
- Experience with UN and/or UNOPS procurement practice will be considered as an asset.

#### **c. Language Requirements**

- Fluency in English and Serbian is required

#### **d. Key Competencies**

- Promotes ethics and integrity
- Sound judgment and fair decision making
- Focuses on result for the client and responds positively to feedback
- Communication skills
- Team work and interpersonal skills
- Demonstrates commitment to UNOPS mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Consistently approaches work with energy and a positive, constructive attitude.

### **Submission of Applications**

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Qualified candidates may submit their application, including a Letter of Interest, Curriculum Vitae and updated United Nations Personal History Form (P.11) to UNOPS via UNOPS Global Personnel Recruitment System at following link:

<https://gprs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=10564>

**This is a local position, it is therefore open to Nationals of Serbia and to individuals who have a valid residence/work permit.**

### **Additional Considerations**

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- Please note that the closing date is midnight Copenhagen time (CET)
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- For staff positions only, UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)