



JOB DESCRIPTION

Post Title: Program Assistant for Logistics and Procurement

Category: Service Contract (SB3)

Duty Station: Dili, Timor-Leste

Duration: 1 Year (extendable)

Organization Unit: Timor Leste Country Office

Under the guidance and supervision of the International Operations Manager, the Logistics and Procurement Assistant ensures execution of transparent and efficient procurement services and processes in Country Office. The Logistics and Procurement Assistant promotes a client-focused, quality and results- oriented approach in the Unit.

Job descriptions

Support organization of all procurement processes for CO, NEX/DEX projects and at the request of other Agencies in line with UNFPA Policies, Procedures, and Guiding principals. She/He is to focus on achievement of the following results:

- Support timely initiation, development, and procurement plans for the office and projects and their implementation monitoring;
- Organization of procurement processes including preparation and conduct of RFQs, ITBs or RFPs;
- Preparation of Purchase orders and contracts in and outside Atlas and vendors' creation in Atlas.
- Preparation of submissions to the UNDP Contract, Asset and Procurement Committee (CRC), UNFPA CRC and country office procurement committee;
- Development and update of the rosters of suppliers, implementation of supplier selection and evaluation;
- Conducting an Inventory and physical verification control in the Country Office and projects;
- Arrangement of shipments; vehicle maintenance; conference facilities arrangements;
- Process customs clearance and process Hand Over to the Implementing Partners;
- Reviewing and updating quarterly basis the information in the country profile database for accuracy and completeness;
- Completing all field office pre-shipment coordination activities (e.g. warehouse readiness checks,, notifying IPs, obtaining custom clearance documentation, authorizing shipments);
- Timely maintaining OTS data required field office input (e.g. shipment document received date, goods arrive date);
- Ensure timely completion of custom clearance procedures;
- Coordinate and executing all steps necessary to successfully receive and inspect incoming shipments;
- Preparing delivering slips and coordinating the preparation of the shipments with the warehouse focal points or manager;
- Delivering goods to either UNFPA or IP warehouse;
- Ensuring the appropriate delivery documents are promptly completed, signed and properly filed;
- Performing in-country inventory stock counts and reconciliation;
- Coordinating safe disposal of expired and damaged goods;

Job Requirements

Education and Experience:

- Secondary Education with specialized training in procurement. University Degree in Business or Public Administration would be desirable. 4 years of progressively responsible administrative experience is required at the national or international level.
- Fluency in English, Tetum and Bahasa.

Interested candidate should submit a Cover Letter, and P11 form, copies of educational qualifications, trainings and previous work experiences certificates in a sealed envelope marking "Confidential" with clearly mention the post applied to UNFPA Office at , Caicoli Street, Dili, Timor Leste. Or email to: elamin@unfpa.org and jossoares@unfpa.org. The deadline for application is 28 January 2019 at 17.00 pm.

Approved by:

Dr. Domingas Bernardo
Officer in Charge, UNFPA
Country Office Timor Leste

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4