

I. Position Information

<p>Job Title: Procurement Assistant</p> <p>Department: Brazil Country Office</p> <p>Reports to (Title/Level): Operations Analyst (NOB)</p>	<p>Current Grade: G5</p>
---	---------------------------------

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action, peace, and security.

UN Women works in Brazil to make the vision of the Sustainable Development Goals a reality for women and girls and stands behind women’s equal participation in all aspects of life, focusing on three strategic priorities:

1. Women lead, participate in, and benefit equally from governance systems
2. Women have income security, decent work, and economic autonomy
3. All women and girls live a life free from all forms of violence

The UN Women Country Programme in Brazil is implemented in line with the national development priorities, as well as in the framework of the international commitments to gender equality, empowerment of women and women’s human rights, of which Brazil is signatory, including the UN Human Rights Treaties, such as CEDAW, CERD, Beijing Platform for Action, Durban Action Plan and Agenda 2030, as well as the UN Security Council Resolutions on Women, Peace and Security. It is aligned with the United Nations Sustainable Development Partnerships Framework.

UN Women also coordinates and promotes the UN system’s work in advancing gender equality, and in all deliberations and agreements linked to the 2030 Agenda. As part of the United Nations Country Team, leads the Inter-Agency Thematic Group on Gender, Race and Ethnicity, and actively contributes to the other UN inter-agency mechanisms.

Under the overall guidance of the Procurement Specialist in Headquarters and the daily supervision of the Operations Analyst of Brazil Country Office, the Procurement Assistant supports the execution of transparent and efficient procurement services and processes consistent with UN Women rules and regulations. The Procurement Assistant also works in collaboration with programme and operations staff to successfully deliver procurement services.

III. Functions

1. Provide administrative and coordination support to procurement strategies in accordance with UN Women rules, regulations, policies and strategies

- Research and draft responses to enquiries for clearance by the Operations Analyst;
- Provides technical support to the Operations Analyst and team in development of the Country Office's procurement management policies and strategies;
- Provide inputs to the implementation of procurement management policies and strategies on cost saving and reduction;
- Implement procurement management policies and strategies;
- Contribute to the development of sourcing strategies.

2. Coordinate procurement processes for the Country Office

- Provide inputs to the preparation of procurement plans for programmes/projects;
- Provide quality planning and regular monitoring of procurement processes to ensure their timely implementation and compliance with the UN Women policies, rules and procedures;
- Review procurement requests and initiate procurement procedures for office and projects equipment, supplies and services, as necessary;
- Prepare Request for Quotations (RFQ), Invitation to Bids (ITBs) or Request for Proposals (RFPs) documents, receipt of quotations, bids or proposals, as necessary;
- Perform Buyer role in Atlas, prepare/close Purchase Orders (POs) and contracts in and outside Atlas;
- Prepare submissions to the Procurement Review Committee (PRC), as necessary.

3. Coordinate contract management processes for the Country Office

- Provide administrative support to contract management processes; maintain databases;
- Develop and update the rosters of suppliers;
- Maintain filing system.

4. Facilitate knowledge building and knowledge sharing

- Participate in trainings for the operations/projects staff;
- Provide support to the synthesis of lessons learnt and best practices.

5. Ensure proper control of assets

- Act as an Asset Focal point
- Maintain records of assets management and prepare reports;
- Provide input to inventory reports;
- Implement the inventory and physical verification control in the office and projects;
- Update the databases or other relevant electronic management systems with asset, human resources and procurement data for use by CO/ MCO, Regional Office and HQ;
- Arrange shipments and conference facilities.

6. Contribute to knowledge building and knowledge sharing on procurement in the Country Office

- Prepare and implement orientation and recurrent learning sessions on procurement for the Country Office's staff as per annual capacity building plan in consultation with the HQ and Regional Office
- Take a proactive approach to self-learning and participate in UN Women trainings and community of practice on procurement
- Facilitate preparation and regular updates on the standard operation procedures, checklists and resources materials on procurement.

IV. Key Performance Indicators

- Timely and quality planning, coordination and implementation of procurement activities based on procurement plans and available budget
- Proper and accurate maintenance of files and databases, documents are easily retrievable
- Timely organization of assets control
- Time is effectively managed; the assigned tasks are efficiently and effectively implemented.

V. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional Competencies

- Ability to effectively apply knowledge of procurement processes, systems, administrative rules and regulations;
- Ability to work well under pressure and meet deadlines;
- Ability to administer and execute administrative processes and transactions;
- Ability to and manage a large volume of work (ability to multi-task);
- Good IT and web-based management skills.
- Ability to plan and organize work with a clear and deliberate focus, ensuring commitments and progress is regularly monitored;
- Ability to consistently demonstrate individual responsibility for achieving UN Women's priorities and ensure these outcomes are achieved to the highest standard with the resources available

VI. Recruitment Qualifications

Education and certification:

- Bachelor's degree in Business Administration, Bachelor of Commerce, Finance, Social Sciences, International Relations and any other related fields.
- Procurement Certification from an internationally recognized educational institute; or a Bachelor's degree (or equivalent) in Business Administration or related field is an asset.
- UN procurement certifications is an asset.

Experience:	<ul style="list-style-type: none"> ▪ At least 5 years of progressively responsible experience in procurement, administration, or related experience. ▪ Proved experience in the usage of computers and office software packages (MS Word, Excel, etc.). ▪ Experience in Enterprise Resource Management System (ERP) is an asset.
Language Requirements:	<ul style="list-style-type: none"> ▪ Fluency in English and Portuguese is required. ▪ Working knowledge of Spanish is an asset.