



UNITED NATIONS DEVELOPMENT PROGRAMME

I. General Information

Title of Consultancy:	Procurement Support Consultant
Type of Contract:	Individual Contract
Duration of the assignment:	11th September to end date 31 st Dec 2017(fixed)
Duty station:	Copenhagen
Reporting to	Procurement Specialist, GPU CREE Team

Background:

The Procurement Support Unit (PSU) supports UNDP Country Offices (COs) and Business Units in Procurement activities related to UNDP Practice Areas, in support of management and development projects, implemented by the respective Units. The GPU CREE Team provides procurement advice and support to Country Offices in areas related to Crisis Preparedness & Response and Energy & Environment.

Tasks

Under the guidance and supervision of the Procurement Specialist – CREE Team Lead, the consultant will:

- Act as primary focal point for allocated procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids, or proposals, their evaluation, submission to UNDP PRCs, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations.
- Assist in the preparation of submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP)
- Liaise with internal UNDP Clients and suppliers in the context of execution of procurement processes
- Manage logistical and contractual aspects of ongoing procurement cases including vendor performance and contract management
- Assist with the preparation of related procurement reports and annual procurement statistics, follow up and assist in developing and updating team's work-plan.
- Act as the primary focal point for selected corporate LTAs, to ensure vendor performance and the application of relevant rebate schemes, including the provision of quarterly reporting to relevant stakeholders
- Liaise with key clients and stakeholders with regards to the delivery of PSU projects and the

expansion of PSU support activities
VII: Qualifications & Experience
<p>Education:</p> <ul style="list-style-type: none"> ▪ Secondary Education with specialization in business, public administration or humanitarian response is required <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> ▪ A minimum of 3 years of progressively responsible relative experience (ie. business/contract administration, procurement, humanitarian & crisis response) response at a national or international level is required ▪ Experience with ERP systems, Excel, and MS Office Tools is required ▪ Familiarity with the UN system, UNDP and UNDP Procurement Rules and Procedures <p>Required Competencies:</p> <ul style="list-style-type: none"> ▪ Excellent organizational and time management skills ▪ Ability to establish and maintain harmonious relationships with customers, suppliers and colleagues ▪ Good working knowledge of MS Office applications and Atlas ERP system as an important advantage ▪ Self-development, initiative-taking. ▪ Acting as a team player and facilitating team work. ▪ Facilitating and encouraging open communication in the team, communicating effectively. <p>Languages:</p> <ul style="list-style-type: none"> ▪ Fluency in English required
VIII: Other information