

Executive Associate (Procurement) - (1802185)

Grade: G7

Contractual Arrangement: Fixed-term appointment

Contract duration: Two years

Posting Date Dec 21, 2018, 12:49:17 PM

Closing Date Jan 11, 2019, 4:29:00 AM

Primary Location India-New Delhi

Organization SE_IND WR Office, India

Schedule Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

Underlying Values and Core Functions of WHO All the Member States of WHO in the South East Asia Region share the common value of the highest attainable standard of health as a fundamental human right. All of WHO actions are based on this and rooted in the underlying values of equity, solidarity and participation. WHO's mandate revolves around six (6) leadership priorities specifying (i) advancing universal health coverage (ii) health related sustainable development goals (iii) addressing the challenge of non-communicable diseases and mental health, violence and injuries and disabilities (iv) implementing the provisions of the International Health Regulations (2005) (v) increasing access to quality, safe, efficacious and affordable medical products (vi) addressing the social, economic and environmental determinants of health. The South -East Asia Region of WHO is made up of 11 countries, with over 1.8 billion people, with India's population of 1.2 billion. The diversity of people and health situations requires, on the demand side, a solid understanding of the emerging socio-economic, epidemiologic and demographic patterns and trends at both aggregate as well as national and sub-national levels, with due sensitivity to disadvantaged populations and vulnerable segments of the society. On the supply side, it is equally crucial to have a solid understanding of the commonalities and divergences of the health systems, the circumstances and political economy under which they have evolved and operate. Mission of the WHO Country Office for India In the context of the General Programme of Work and within the framework of the WHO Country Cooperation Strategy, the mission of the WHO Country Office is to support India in: (i) developing and sustaining its own health policies, health systems and public health programmes; (ii) working to prevent and overcome threats to health; (iii) anticipating future challenges; and (iv) advocating for public health.

DESCRIPTION OF DUTIES

Under the overall guidance of Administrative Officer, and direct supervision of NPO (Administrative Support), the incumbent performs the following duties:

1. Provide assistance in the procurement and delivery of supplies and equipment;
2. Assist in procurement forecasting; provide administrative support, advice on procurement and logistic matters, market possibilities, development of specifications and delivery schedules;
3. Carry out retrieval and presentation of information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as provides guidance in obtaining specifications for new supplies on the market;
4. Implement the procurement plans, maintain and manage required vendor database;
5. Take initiative to communicate with colleagues within or across departments to seek confirmation or clarification on issues when necessary;
6. Monitor the day-to-day correspondence and operations of the procurement, shipping and logistics unit. Prepare correspondence, memoranda, and contract review committee reports, maintain appropriate follow up;
7. Ensure compliance with legal and audit contract requirements, for existing and proposed contract agreements. Contribute actively in report preparation, statistics extract, analysis or issues, audit queries etc.;
8. Carry out transactional processing of purchase requests for Goods and Services procurement;
9. Liaise with the request originators for necessary clarifications and remedial actions;

10. Assist in Requests for Quotation (RFQ);
11. Provide Emergency response assistance to WCO's ensuring value for money procurement of goods and services in a timely and efficient manner;
12. Facilitates and participates in tender pre-bid meetings, and other inter organizational meetings;
13. Verify and certify invoices for payment against purchase orders for accuracy. Liaise with other units, as required;
14. Any other duties assigned by the supervisors.

REQUIRED QUALIFICATIONS

Education

Essential: Completion of secondary school education.

Desirable: - Relevant university degree would be an asset.- Training in procurement or a related subject area.

Experience

Essential: At least 10 years of relevant experience in administrative work in an International Organization and preferably in a UN Organization.

Desirable: Relevant experience in WHO or another UN agency is an asset. Experience in Oracle-based or other ERP systems an asset

Skills

1. Thorough Knowledge of WHO Rules, Regulations and Administrative Procedures.
2. Good knowledge of computer applications and softwares including MS Office applications.
3. Ability to draft reports, correspondence concisely and clearly.
4. Ability to make good working relationships.

Other Skills (eg. IT): Work requires keeping up-to-date with new/changing procedures and regulations through the study of software tools and automated GSM-Oracle systems, Information circulars, WHO Manual updates, Standard Operating Procedures.

WHO Competencies

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Knowing and managing yourself
5. Producing results

Use of Language Skills

Essential: Expert knowledge of English. Expert knowledge of Hindi.

Desirable:

REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at INR 1,367,639 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.

