**Project Procurement and Logistics Associate**

**Job title: Project Procurement and Logistics Associate**

**Level: SC 5 / SB3, Peg 2**

**Position Number: 107070**

**Location: Colombo, Sri Lanka  
Full/Part time: Full-Time**

**Fixed term/Temporary: Service Contract (Temporary)**

**Rotational/Non-Rotational: Non-Rotational**

**Duration: 10 Months (\*Renewable)**

**\*No expectancy of renewal in accordance with UN Staff Regulations 4.5**

**How you can make a difference**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in program results.

**About the Project**

UNFPA Sri Lanka is implementing several projects in response to the ongoing socio-economic crisis in Sri Lanka, within the UNFPA’s mandate, i.e., three transformative results. These projects primarily focus on strengthening the government capacity, provision of life saving medical and program supplies, provision of life-saving services related to SRH and SGBV.

**The Position**

Under the direct supervision of the Operations Manager and in close coordination with the procurement focal point, the Project Procurement & Logistics Associate ensures the effective delivery of procurement and logistics services for the project.

**You would be responsible for:**

Procurement:

* Ensures full compliance of procurement activities with UNFPA rules, regulations, policies and strategies, including in humanitarian settings.
* Participate in the work-planning sessions and provide advice on preparation of project-level Annual Procurement Plan and an integrated CO Procurement Plan.
* Creates awareness on the importance of procurement and procurement planning to deliver in accordance with the UNFPA policies and procedures.
* Develop sourcing strategy for smooth implement the CO Procurement Plan, take pro-active measures to achieve cost-savings where possible, review and process procurement requests from the CO and project teams in a transparent and cost-effective manner, and make recommendations as appropriate.
* Assist in the preparation of LTAs, vendor service contracts and vendor maintenance, and develop and maintain a list of vendors and service providers.
* Ensure timely delivery of goods and services to the teams concerned, taking mitigating steps in case of any delays to resolve the bottlenecks.
* Keep and properly file full documentation of all procurement cases.
* Ensure an effective procurement recording and reporting system, internal controls and audit follow-up.
* Advise the CO teams and projects when procured goods arrive, ensure their safe-keep and dispatch the goods received to their final destinations.
* Participate in the UN Procurement Group and make solid contributions towards Delivering as One.

Logistics:

* Manage and oversee all travels ensuring that authorized travels are in compliance with established travel and other policies.
* Support logistics requirements for project related travel, activities and procurement in coordination with relevant staff and partners.
* Establish travel entitlements and raise/review PO’s for air tickets and DSAs.
* When required, facilitate airport meet-and-greet and departure in accordance with CO cost-
* Identify suitable venues for CO-organized events and finalize plans with concerned unit, ensuring all facilities and support services required are available and mobilized.

Other:

* Perform any other duties as may be assigned by the Supervisor and senior management of the Country Office.

**Qualifications and Experience**

**Education:**

* Successful completion of Secondary Level Education (G.C.E. Advanced Level or High School Diploma) with six years of relevant experience, or
* A Bachelor’s degree in accounting or finance, business administration, supply chain management, or other relevant subjects with three years experience.

**Knowledge and Experience:**

* Strong experience in procurement and logistics, and other areas of supply chain management is required, i.e., six years experience with G.C.E. Advanced Level or High School Diploma, Or, three years experience with a Bachelor's Degree
* Experience in handling supply chain management functions for a UN system agency or other development / humanitarian agency is an advantage.
* Experience in import and clearance procedures, transport, warehouse and inventory management are an advantage.
* Prior experience in working with government authorities and local service providers on procurement and logistics is highly desirable.
* Proficiency in current office software applications is required.
* Experience in web-based management and ERP financial systems is desirable.
* Ability to plan, organize, multi-task is required.
* Ability to work under tight deadlines under pressure is required.
* Attention to detail is required.

**Languages:**

Very good command of the English language and fluency in Sinhala and / or Tamil.

**Required Competencies**

Values:

* Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing cultural diversity
* Embracing change

Core Competencies:

* Communicating for impact
* Achieving results
* Being accountable
* Developing and applying professional expertise/business acumen
* Thinking analytically and strategically
* Working in teams/managing ourselves and our relationships

Functional / Other Competencies:

* Self-management/Emotional Intelligence
* Job Knowledge/Technical Expertise
* Client Orientation
* Knowledge Sharing
* Delivering Results Based Programme
* Generating, Managing and Promoting the Use of Knowledge and Information
* Facilitating Quality Programmatic Results
* Managing the Organizations Financial Resources
* Providing Procurement Services
* Ensuring Facilities and Assets Management

**Compensation and Benefits**

UNFPA offers an attractive compensation package commensurate with experience. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

No hard copy applications will be accepted. All applications must be submitted through the UNFPA Recruitment Platform. Only short-listed applicants will be acknowledged.

**Disclaimer**UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

**Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Immediate Supervisor’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head’s of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**