

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### MOZR000611--Administrative Associate (Procurement)

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

## General Information

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<b>Country of Assignment</b>	Mozambique
<b>Host Institute</b>	United Nations Population Fund
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Maputo [MOZ]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	
<b>Living Conditions</b>	

Mozambique has a total population of about 29 million people and is located on the southeast coast of Africa. To the East, is the Indian Ocean, Tanzania, Malawi and Zambia is to the north, to the west is Zimbabwe and South Africa and to the South, Swaziland and South Africa. The total area of Mozambique is 799 380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months in Maputo are December to February, when the average daily minimum temperatures are around 22°C and the average daily highs of 30°C. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°C to 24°C. Basic health facilities and food are available everywhere. The security situation is reliable, but some precaution is needed at the same time. Communication and transport services are available at various costs. Regarding accommodation and food,

houses and apartments can be rented from US\$ 600 to US\$ 1,000 per month and meals at the restaurant cost between US\$ 10 and US\$ 30. Food, household commodities and clothing can be found in shops and local markets at reasonable prices. An entry visa is required for all travelers and must be obtained from Mozambican Embassy prior to travelling. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 58 meticals (MZM) as per August 2018. Commercial banks are operational in the country and Visa cards are accepted in very limited hotels. Maputo is categorized as a family duty station offering a variety of different accommodation options. It has a vibrant international community whilst also providing excellent opportunities to work in a national, Mozambican context.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

## Assignment Details

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**Assignment Title** Administrative Associate (Procurement)

### Organizational Context & Project Description

UNFPA plays a key role in the area of sexual and reproductive health (SRH) and gender in Mozambique. UNFPA has a strong experience in supporting the government at national and sub-national levels as well as national and international organizations/associations. Through the various interventions, and in alignment of the National Health Strategic Plan, UNFPA's support is critical in enabling environments for human rights-based family planning as an integral part of sexual and reproductive health and rights; Improving availability and reliable supply of quality contraceptives; improving availability of good quality, human rights-based, SRH and HIV services.

UNFPA's interventions are supported from a various source of funding and it is focused at central level and four priority provinces, namely: Cabo Delgado, Nampula, Zambezia and Sofala. In these provinces, there are a number of on-going projects and initiatives. Women and adolescents are target population of the supported interventions.

The UNFPA Country Office works in partnership with several implementing partners (IPs) from Government, academia and NGOs. Its staffing is organized into two complementary units: Programme and Operations. The Operations Unit ensures the smooth operation and delivery of programme's interventions. The assigned International UNV will be working within the Operations Unit supporting (a) programme staff and (b) implementing partners in the areas of procurement management and operations

This UNV assignment is part of UNFPA's programme in Mozambique

**Sustainable Development Goals** 17. Partnerships For the Goals  
**Task description**

Within the delegated authority and under the supervision of Procurement Analyst or his/her designated

mandated representative(s), the UNV Administrative Associate (Procurement) will perform the following tasks:

### 1. Contract and administrative management

- Assists in maintenance and management of agreements in accordance with UNFPA rules, regulation and procedures;
- Makes accurate entries of all the requisite asset management information using an internal software.
- Reviews the accuracy and completeness of specifications for good/services to be contracted;
- Undertakes market research to include all potential good/services providers;
- Prepares and issue Requests for Quotations and Invitation to Bids;
- Evaluates quotations/offers and recommend suppliers as appropriate;
- Supports the development, drafting and issuing of contracts for clearance by Programme Specialists / Operations Manager;
- Maintains an accurate and updated list of all UNFPA agreements with dates of renewals.
- Supports Interface with Embassies and High Commissions and prepare all documents for submission to the Ministry of Foreign Affairs and customs.
- Liaises with internal customers and suppliers; Investigate and follow up on any contractual related problem/inquiry to ensure suppliers' adequate performance and customers' satisfaction;
- Monitors the performance of agreements with suppliers in reference to established Key Performance Indicators.
- Provides prompt responses to follow up on any query submitted by other UNFPA departments and/or clients whether directly involved or not

### 2. Supplier management

- Updates new suppliers in the Field Office list of "Approved suppliers".
- Advices new suppliers as to registration requirements and procedures.
- Registers new suppliers in the system.
- Maintains an accurate and active supplier database in support of UNFPA procurement requirements;
- Liaises with other United Nations agencies to obtain information of existing agreements and contracts to be able to utilize them in reference to UNFPA requirements;
- Coordinates and administer the flow of vendor information in the system including evaluation of supplier registrations in accordance with established criteria.
- Coordinates and procure services for all UNFPA programme and operations events

### 3. Procurement tools management:

- Coordinates and administer the information flow related to products and services including prices, terms and conditions, validity of contracts and technical as well as logistical information in electronic form;

- Liaises with internal customers and suppliers; Investigate and follow up on any contractual related problem/inquiry to ensure suppliers' adequate performance and customers' satisfaction;
- Provides prompt responses to follow up on any query submitted by other UNFPA departments and/or clients whether directly involved or not.
- Assists in raising and follow up of requisitions, purchase orders and timely processing of payments to vendors.

#### 4. Inventory management:

- Updates all relevant stakeholders on the status of shipments, delays in clearance, receipt, delivery and issues affecting the process.
- Coordinates timely customs clearance, receipt, inspection and delivery/handover to Implementing partners.
- Assists in the development and maintenance of customs clearance Standard Operating Procedures.
- Complete and provide duly completed and signed receiving and inspection forms.
- Reconciles inventory transactions and balances against internal system.
- Reconciles reports against data and ensuring budget holders are notified on discrepancies.
- Takes part in on-site inventory spot checks and monitoring activities of Implementing Partners
- Undertakes other tasks and duties as required by the Head of Office, International Operations Manager or the Procurement Analyst.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

#### Results/Expected Outputs

As an active UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:

- Full compliance of procurement activities with UN/UNFPA rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of a client-oriented procurement management system s.
- Analysis of requirements and synthesis of proposals for cost saving and reduction strategies.
- Synthesis of proposals and implementation of contract strategy in the country office including tendering processes and evaluation, contractor appraisal, managing the contract and contractor, legal considerations and payment conditions, risk assessment.

- Implementation of the strategic procurement in the country office including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement introduction and promotion, performance measurement
  - Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
  - A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

University Degree in Finance, Business or Public Administration desirable, but it is not a requirement.

Fluency in Portuguese and English required.

**Required experience** 24 months

### Experience Remark

2 years of relevant experience at the national or international level in procurement logistics field. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web based management systems. Knowledge of reproductive health related commodities and medical terminology an asset

Ability to work with Minimal Supervision and with good sense of initiative to keep the supervisor regularly informed of progress

### Language Skills

- English (Mandatory) , Level - Fluent
- AND - Portuguese (Mandatory) , Level - Fluent

### Area of Expertise

- Procurement and contracting Mandatory

### Area of Expertise Requirement

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# Conditions of Service and other information

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Condition of Service

[Click here to view Conditions of Service](#)

## Conditions of Service:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

## Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and

