



FAO Representation - Pakistan

INTERNAL VACANCY ANNOUNCEMENT No. VA # 0

Post Title:	Procurement Officer (Goods)
Type of Contract:	National Project Personnel
Duration:	7 Months with possibility of extension based on satisfactory performance
Duty station:	Islamabad
Issuing date:	07 December, 2010
Closing date:	10 December, 2010

Duties and Responsibilities:

Under the general supervision of the Chief Emergency Operations Service (TCEO), the overall supervision of the FAO Representative, the direct supervision of the Senior Emergency Coordinator (SEC) and under close guidance of the International Administrative Officer, the incumbent will be responsible for the following duties:

- ensure the correct application of the FAO rules and regulations in the process of procurement of goods and services;
- maintain updated list of certified local and international suppliers for goods and services;
- supervise and control the issuance of Local Purchase Orders ensuring that the satisfactory delivery of goods and services is properly done before clearing any payment;
- participate in the control and preparation of the Field Purchase Orders for International procurement through the COIN system;;
- supervise field logistic operations for the receipt and distribution of agricultural inputs and assets procured under the emergency projects including the transportation of FAO commodities inside Pakistan to ensure timely availability of inputs procured and logistics arrangements;
- supervise the implementation of the distribution plan prepared by EC with its implementing partners and follow up on the delivery to NGOs (issuance and follow up of waybills);
- maintain updated records of the Local Purchase Orders and Field Purchase Orders with the relevant supporting documentations;
- coordinate the preparation of the Procurement and Contracts Committees;
- update the inventory and assets on a regular basis through COIN and as required, prepare redistribution plan and ensure adequate stocks are maintained;
- review of stock holding at various locations, keeping record of all inventories in database;

- supervise and ensure that the entry and exit of goods from the FAO warehouse are properly controlled and recorded, including the wheat seeds procured through the emergency projects;
- supervise and ensure that storage and warehousing of all inputs procured under the emergency projects are arranged in an orderly manner to facilitate identification of goods stocked;
- prepare monthly inventory and assets reports of all expendable and non expendable items, regular handling/tracking over the assets;
- provide advice and training on procurement procedures management of inventories;
- to be in charge of the organization of FAO's storehouse, keeping an updated record of all supplies;
- supervise the maintenance of functional accounting records of all stored emergency inputs, through issuance of receipts;
- be in charge of customs procedures providing all required documentation for clearances through Government Ministries for international procurement ensuring timely arrival to Pakistan;
- assist in arranging clearance of the consignments such as preparing Tax exemption, certificates and necessary permits of Government; and
- Participate and Prepare all the documents for Procurement committee meeting and perform as a secretary in Committee meeting
- Perform other related duties as required.

Qualifications and Experience:

Knowledge and Skills: University Degree in business administration, public administration, finance, economics or related field. Strong Interpersonal skills including ability to establish and maintain effective working relationships. Ability to organize, supervise the work of staff. Strong ability to work under pressure and against tight deadlines. Strong drafting and interpersonal skills, honesty, orientation on achievements Good working knowledge of English as well as local languages.

Experience: Five Years of relevant experience in field of procurement of Goods and Services, logistics, in an emergency context. Familiarity with FAO / UN Procurement field programme procedures and rules is desirable.

IT Skills: Ability to effectively use standard office software's, such as MS Office (Windows, Word, Outlook, Excel, Power point, etc. Knowledge of FAO Corporate systems and data bases, such as Field Programme Management Information System (FPMIS), Country Office Information System (COIN) will be an added advantage

Applications to be submitted to:

Ms. Faiza Younas
HR Assistant-ERCU Program
House # 3 Street 58, Sector F-7/4, Islamabad. OR
Through email: Faiza.Younas@fao.org