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FAO Representation - Pakistan

**INTERNAL VACANCY ANNOUNCEMENT No. VA # 0**

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

**Duties and Responsibilities:**

Under the overall supervision of the Senior Emergency Coordinator, the direct supervision of the International Admin and Finance Officer, and under close guidance of Procurement Services (CSAP) HQ, 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 services (Letters of Agreements, Service Contracts, Memorandum of Understandings, Transport Contracts) and goods;
- Participate in the identification and selection process of implementing partners for the implementation of the projects activities.
- Coordinate and facilitate in preparing and publishing the advertisements, expression of interests (EOIs), updated rosters for the procurement of services and goods.
- maintain updated list of certified local and international suppliers for services and good;
- coordinate the preparation of the Procurement and Contracts Committees;
- prepare the Letters of Agreements (LOAs), Contracts and MOUs by ensuring the correct implementation of FAO procurement rules and regulation (Manual Section 502 and 507);
- participate in the control and preparation of the Local Purchase Orders, Field Purchase Orders procurement of goods / material under contracts (irrigation and others) and for International procurement through the COIN system;
- Coordinate and participate in the evaluation and monitoring process of implementing partners. maintain updated list of certified local and international suppliers for good and services;
- 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);

- supervise and ensure that storage and warehousing of all inputs procured under the emergency projects and EUFF are arranged in an orderly manner to facilitate identification of goods stocked in the warehouses of the implementing partners
- maintain and update the payments records, check and verify the statement of expenditures of the LOAs, Contracts, Pos under contracts to ensure the expenditures are as per the agreed budgets;
- Verifying and processing the payments of implementing partners and suppliers of goods and services.

### **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](mailto:Faiza.Younas@fao.org)**