



## Procurement Specialist

<b>Job categories</b>	Procurement
<b>Vacancy code</b>	VA/2025/B5506/30153
<b>Level</b>	ICS-10
<b>Department/office</b>	APR, MMCO, Myanmar
<b>Duty station</b>	Yangon, Myanmar
<b>Contract type</b>	International ICA
<b>Contract level</b>	IICA-2
<b>Duration</b>	Open-ended, subject to organizational requirements, availability of funds and satisfactory performance
<b>Application period</b>	28-May-2025 to 08-Jun-2025

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Please note that UNOPS will at no stage of the recruitment process request candidates to make payments of any kind.

### Background Information - Myanmar

UNOPS Myanmar is one of UNOPS' leading offices in Asia, acting as the fund manager for some of the largest development programmes in the country. In addition, UNOPS is the Principal Recipient for the Global Fund in Myanmar and for the Global Fund's regional artemisinin-resistance initiative towards the elimination of Malaria, which works to accelerate progress toward malaria elimination in the Greater Mekong sub-region. UNOPS provides procurement, infrastructure, and project management services to a wide range of organizations in the country, including international development partners, other UN agencies, NGOs, and INGOs. UNOPS plays a critical role in ensuring that the quality of services provided to its partners meets stringent requirements of speed, efficiency, and cost-effectiveness.

### Background Information - Job-specific

Under the guidance and direct supervision of the Head of Support Services the Procurement Specialist is responsible for the planning and effective delivery of procurement and supply chain management for goods, services and works in accordance with the Financial Rules and Regulations applicable to UNOPS and policies and procedures governing UNOPS procurement activities. The Procurement Specialist promotes a collaborative, client-focused, quality and results-oriented approach in the Unit.

## Functional Responsibilities

Within delegated authority, the Procurement Specialist will be responsible for performing the following duties and responsibilities, but not limited to:

### 1. Elaboration and timely implementation of operational strategies

- Full compliance of procurement activities with UNOPS rules, regulations, policies and strategies; implementation of effective internal controls.
- Develop and implement strategic contract management (applying cost-saving and reduction strategies), including tendering processes and evaluation, contractor appraisal, management of contracts and contractors, legal considerations and payment conditions, risk assessment.
- Develop and implement strategic procurement, including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement introduction and promotion, performance measurement.
- Analyse specific procurement requirements and develop related procurement strategies and work plans.
- Provide technical and policy advice on procurement practices and their implementation.
- Work with concerned stakeholders on procurement needs, providing technical support on specifications, cost implications and logistics for safe delivery both externally and internally.
- Apply a change management process and tools to create a strategy to support adoption of the changes required to deliver cost effective procurement activities.
- Seek and contribute to every procurement activity to incorporate principles of green design and be compliant with sustainable standards in procurement.

### 2. Manage procurement team and guide the procurement processes

- Design and implement tools, including business processes mapping and elaboration/establishment of internal process flows for procurement activities.
- Lead the work of procurement team and ensures the timely preparation of procurement plans for the office.
- Ensure implementation of proper monitoring and control systems for the procurement processes including, but not limited to, organization of RFQ, ITB or RFP, receipt of quotations, bids or proposals, their evaluation, and negotiation of certain conditions of contracts in full compliance with UNOPS rules and regulations.
- Review and certify submissions to the Contracts and Property Committee on Procurement.
- Implement an internal control system which ensures that Purchase Orders are duly prepared and dispatched.
- Management of the Procurement Unit establishing strategic team objectives, key performance indicators, measurement standards, and expected results, offering guidance to enable responsible, effective and efficient performance.

### 3. Knowledge management and knowledge sharing:

- Identify training needs, plan and organize internal training/workshops to ensure knowledge sharing and best practices on procurement related matters.
- Synthesis of lessons learned and best practices in procurement. Contributes to the oversight of lessons learned procedures in procurement, ensuring that lessons learnt are shared in a timely and appropriate manner.

- Ensure routine and effective capacity building activities in procurement are conducted in order to build the long-term and sustainable capacity of the staff.
- Regularly review and update of guidelines in procurement in light of changing circumstances for purposes of complying and/or streamlining of existing procurement procedures and for the platform of data management and ensuring information and knowledge sharing.

Assist the Head of Support Services to recruit and maintain a highly competent, enthusiastic and efficient staff within the procurement team.

Other duties as may be assigned by the Head of Support Services and UNOPS Myanmar Country Director.

#### **4. Impact of Results**

The Procurement Specialist directly impacts the achievement of results of Myanmar office by supporting the management to introduce and implement effective procurement methods and strategies, reduced risks, cut costs and improve success rates. This consequently reinforces the visibility and image of the UNOPS as an effective service provider in procurement and strengthens its competitive position as a partner of choice in sustainable development and project service.

## **Education/Experience/Language requirements**

### **1. Education**

- Master's Degree preferably in Procurement and Supply Chain Management, Business Administration, Public Administration, Finance, Accounting, Economics or related field is required.
- First Level University Degree with an additional 2 years of relevant experience may be accepted in lieu of the Master's Degree requirement.
- Professional certifications in Procurement and/or Supply Chain Management are highly desirable.

### **2. Experience**

- Minimum 5 years of progressively responsible, job related experience in procurement with decision-making authority is required.
- At least 1 year experience in international procurement of pharmaceuticals and other health related commodities as well as in logistics / supply chain management is required.
- Prior experience in South or South-East Asia, preferably in the UN, is highly desirable.
- Sound knowledge of relevant UN/UNOPS financial rules, contracting and procurement modalities and procedures is an asset.
- Experience in conducting training on subjects related to procurement and contract management activities is highly desirable.
- Demonstrated experience with organizational change management, including methodologies and implementation is highly desirable.
- Computer literate including knowledge of Microsoft Office and/or Google Suite is required.
- Knowledge of other software applications such as databases and ERP is highly desirable.

### 3. Language

- Fluency in oral and written English is required. Knowledge of a second UN language will be an asset.

### Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist-10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

### Contract type, level and duration

Contract type: International Individual Contractor Agreement

Contract level: International ICA Specialist/ IICA-2 / ICS-10

Contract duration: Open-ended, subject to organizational requirements, availability of funds and satisfactory performance.

**Myanmar is the non-family duty station and the successful candidate is expected to be in Myanmar to perform the duties and responsibilities of the advertised position.**

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>  
(<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>)

## Additional Information

- Please note that UNOPS does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- UNOPS embraces diversity and is committed to equal employment opportunity. Our workforce consists of many diverse nationalities, cultures, languages, races, gender identities, sexual orientations, and abilities. UNOPS seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.
- Qualified women and candidates from groups which are underrepresented in the UNOPS workforce are encouraged to apply. These include in particular candidates from racialized and/or indigenous groups, members of minority gender identities and sexual orientations, and people with disabilities.
- We would like to ensure all candidates perform at their best during the assessment process. If you are shortlisted and require additional assistance to complete any assessment, including reasonable accommodation, please inform our human resources team when you receive an invitation.

## Terms and Conditions

- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For retainer contracts, you must complete a few mandatory courses ( they take around 4 hours to complete) in your own time, before providing services to UNOPS. Refreshers or new mandatory courses may be required during your contract. Please note that you will not receive any compensation for taking courses and refreshers. For more information on a retainer contract [here \(https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAldJkZp-TuINkBV0lyMNtGJl9yn5Jt5zNhWAQsKEG9D/pub\)](https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAldJkZp-TuINkBV0lyMNtGJl9yn5Jt5zNhWAQsKEG9D/pub).
- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter and UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential personnel. Recruitment in UNOPS is contingent on the results of such checks.

**APPLICATION TIPS**

How to send a good application:

- [English \(https://content.unops.org/HR-Documents/How-to-send-a-good-application\\_EN.pdf\)](https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf)
- [French \(https://content.unops.org/HR-Documents/How-to-send-a-good-application\\_FR.pdf\)](https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf)
- [Spanish \(https://content.unops.org/HR-Documents/How-to-send-a-good-application\\_ES.pdf\)](https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf)

**TOGETHER, WE BUILD THE FUTURE**

UNOPS – an operational arm of the United Nations – supports the achievement of the Sustainable Development Goals (SDGs) by successfully implementing its partners' peacebuilding, humanitarian and development projects around the world.

Our mission is to help people build better lives and countries achieve peace and sustainable development.

We are proud of our people. The UNOPS family brings together approximately 160 nationalities, represented by over 5,000 UNOPS personnel as well as some 7,800 personnel recruited on behalf on our partners. Spread across 80 countries, our workforce is rich in diversity and culture – with inclusion at its core.

We understand the importance of balancing professional and personal demands and offer several flexible working options.

Explore what we offer [here \(../Pages/About/WhatWeOffer.aspx\)](#).