



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Procurement Assistant I	GSN	P18529	G4	Caracas, Venezuela

OBJECTIVE OF THE OFFICE/DEPARTMENT

PAHO Country Offices are responsible for ensuring that the Pan American Health Organization / World Health Organization (PAHO/WHO) country program of technical cooperation and its country presence provide adequate support to the national health development process and, at the same time, enables countries to shape the sub regional, regional, and global health agendas. The PAHO/WHO Country Office is the basic organizational unit for technical cooperation with the countries, drawing on PAHO/WHO resources from all levels and all parts of the Organization.

ORGANIZATIONAL CONTEXT

The range of procurement/acquisition support functions performed cover the full spectrum of purchasing activities. Duties typically involve the interpretation and application of complex procurement rules and procedures relating to medical supplies and equipment, the recommendation of preferred vendors, the provision of related training and the guidance of support staff in the provision of services. Decisions relate to planning the necessary processes, recommending appropriate courses of action and preparing documentation, which affect the effectiveness of the services involved. Frequent contacts with staff members throughout the office as well as extensive external contacts to provide or collect a variety of information, ensure common understanding, clarify and/or resolve operational arrangements on issues or services of importance to the Organization.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the PAHO/WHO Representative and the direct supervision of the Administrator, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Supervise and coordinate all administrative activities of the Procurement Team, verifying that all procurement transactions are done in accordance with established rules, regulations, and procedures; provide supervision, direction and guidance to assigned personnel; consolidate reports, communicate with counterparts and providers, control, monitor and follow up on the delivery of goods and services;
- b) Process, review and analyze local and international purchase requests; prepare purchase orders, contracts and amendments. Review invoices and other procurement or shipping documents and correspondence in accordance with established procedures; prepare requests for quotation, invitations to bid or request for proposals; verify availability of funds; draft Contract Review Committee justification forms, as required and secure necessary approvals; calculate and process tax exemptions, exports licenses, customs clearances, etc.;
- c) Submit for approval of PRO, procurement actions that are above the delegation of authority of the PWR;
- d) Review price, adequacy of material offered and acceptance of the terms and conditions of the solicitation, including delivery date and shipping requirements;
- e) Coordinate the customs clearance process of international purchases of perishable materials, household effects, and vehicles, following up on government procedures for privileges and immunities (franchises, tax exemptions, exports licenses, commitment certificates, etc.) through the Ministry of Foreign Affairs, Ministry of Finance, and Customs Office, etc.;
- f) Supervise the general process of purchase orders; prepare local invoices and prepare them under the Procurement Refundable System and the Revolving Fund; maintain payment information up-to-date and generate correspondence; maintain databases and process procurement actions utilizing the procurement system; maintain purchase control files, monitor and follow up on all purchases; close out files after all actions have been completed;
- g) Monitor the entry and delivery of purchases, supplies, and equipment; verify condition of goods; initiate requests for insurance claims on lost or damaged goods; process replacement or repair of goods; assist other staff in the

Office with any procurement-related matter; coordinate logistics of customs clearance of imports, including dates and import documents, etc.;

- h) Initiate and/or approve, monitor and report on procurement-related actions in the PASB Management Information System (PMIS);
- i) Prepare instructions for day-to-day operations, administrative procedures, etc.; prepare correspondence on own initiative, or from verbal instructions; enter data on computerized system; generate statistical or ad-hoc reports, as requested;
- j) Monitor and ensure with technical teams that all purchases made for donation are properly delivered, received and acknowledged; ensure that files of goods purchased for internal use are duly registered in the inventory by General Services;
- k) Perform other procurement-related duties such as answering telephone queries from vendors or requisitioners concerning requests for quotations or invitations to bid; maintain control and vendor files and a call-up system to ensure timely action on procurements in process; prepare draft translations of correspondence, when required;
- l) Participate in the committee responsible for the design of databases for the establishment of a data bank of suppliers, mechanisms of prequalification in accordance with established procurement guidelines and procedures;
- m) Perform other related duties, as assigned.

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Teamwork: Collaborate and cooperate with others - Demonstrates team spirit and actively participates in the work of the team; is supportive towards colleagues.

Respecting and valuing individual differences: - Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

Communication: Express oneself clearly when speaking/Write effectively - Clarifies quality and quantity needed in achieving set objectives with supervisor and immediate colleagues. Listens attentively and does not interrupt other speakers. Produces simple and clear written messages with few, if any, grammatical and spelling errors (e.g., e-mails, memos, letters, correspondence).

Knowing and Managing Yourself: Remain productive/Manage stress / Continuously learn - Stays productive when given new directions and remains focused despite competing demands. Manages stress positively; remains positive and productive, even under pressure and/or in challenging circumstances. Identifies areas for acquiring new knowledge and learns new tasks relevant to job.

Producing Results: Work efficiently and independently/Deliver quality results/Take responsibility - Prioritizes work and makes planning/Organizational adjustments as necessary; seeks clarification from supervisor on timelines, as needed. Use feedback and input from supervisor to achieve results. Produces quality results and has frequent discussions with supervisors to achieve results. It is action-oriented and sees tasks through to completion. Shows understanding of own role and responsibilities in relation to expected results. Solicits and accepts direction and guidance from supervisor and team members and takes responsibility for own work and actions, as appropriate. Shows commitment and engagement when completing tasks. Takes responsibility for errors and learns from experience, as appropriate.

TECHNICAL EXPERTISE

- Theoretical and practical knowledge of local and international purchasing and its operations.
- Knowledge of procurement contracting principles and terms; ability to interpret rules and regulations; ability to plan and execute procurement activities using an integrated approach.
- Ability to plan, coordinate and control procurement processes sometimes involving complex administrative actions, such as monitoring budget and accounting activities, evaluating priorities, recommending adjustments on new internal procedures, etc.
- Ability to supervise, including skills in planning, organizing, evaluating, problem-solving and decision-making in respect of procurement related matters.

- Ability to research, analyze and organize information in order to prepare charts, graphics, reports, etc.
- Ability to prepare working translations and write/originate routine and non-routine correspondence and reports in English and Spanish.

EDUCATION

Essential: Certificate of completion of high school.

Desirable: Specialized training at the college, university or business school level with emphasis in procurement, logistics, administration or finance would be an asset.

EXPERIENCE

Essential: Four years of experience in procurement /foreign trade work and/or logistics, **or** three years of experience in procurement /foreign trade work **and/or** logistics, and one year of college or university level courses towards a declared minor/major in the area of procurement/logistics or two years of experience in procurement work **and/or** logistics, **and** two years of college or university level courses towards a declared minor/major in the area of procurement/logistics

Desirable: Experience in procurement of health-related commodities and in e-procurement systems would be an asset.

LANGUAGES

Fluency in Spanish and basic knowledge of English.

IT SKILLS

Demonstrated ability to effectively use current technology and software, as well as Enterprise Resource Planning (ERP). Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.