



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

POST DESCRIPTION

**Job Identification: CCOG 1.A.09.a
Job Profile: J2054**

Duration of Post: Limited
 Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Procurement Specialist, Regional Revolving Funds	PRFP	4249	P.2	Washington, D.C.

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Department of Procurement and Supply Management (PRO) provides technical, managerial and strategic guidance for the purchasing and contracting actions of Headquarters, PWRs and Centers. PRO is responsible for sourcing, vendor relationship management, and procure-to-pay cycle on behalf of PAHO Member States in coordination with and in support of PAHO’s technical programs. PRO specifically manages procurement operations for vaccines and other essential health-related products on behalf of Member States constituting a significant share of the overall operations of the Organization. PRO also develops and oversees implementation of the Organization’s procurement policies and procedures to promote the effective use of the Organization’s resources ensuring transparent, ethical and cost-effective procurement in compliance with PAHO rules and regulations.

ORGANIZATIONAL CONTEXT

The incumbent is responsible for the purchase of health-related commodities, and other equipment and supplies for the Organization and Member States. The incumbent is expected to monitor the commodity market for medicines and diagnostics and is responsible for identifying and selecting potential vendors, considering additional procurement requirements, and supporting the implementation of innovative procurement strategies. As a Procurement Specialist, the incumbent solicits and evaluates bids and offers to identify, discuss and resolve procurement issues with requisitioners and suppliers. The work involves interpretation and application of a wide range of procurement principles and practices, requiring a thorough knowledge of contracting terms and general conditions and the ability to analyze and clarify specifications to solicit and evaluate bids and offers. The incumbent is expected to apply the pertinent technical specifications, obtaining price and product information, determining costs and sources of supply, and ensuring timely processing of orders. The incumbent has constant contact with colleagues at all levels throughout the Organization, as well as external suppliers negotiate and execute transactions, and purchases. The incumbent is expected to have a comprehensive knowledge of the statutory and regulatory restrictions relevant to the procurement of medicines and other health related commodities.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Director, Procurement and Supply Management (PRO), and the direct supervision of the Procurement Advisor, Strategic Fund (PRO/SF), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide technical support for the procurement of a variety of commodities for the Organization; analyze purchase authorizations for adequacy of specifications and other requirements; work with domestic and international vendors to provide overall order fulfillment; negotiate and analyze costs; select or recommend sources of supply, as necessary, to ensure effective competition;
- b) Assist in the process of procurement sourcing for medicines, diagnostics, medical equipment, and other strategic health supplies from qualified sources in accordance with procurement guidelines, ensuring best value for money for the Organization;

- c) Establish and monitor Long Term Agreements (LTAs) with suppliers for medicines, diagnostics, medical equipment, and other strategic health supplies; issue, monitor and ensure completion of complex bidding processes;
- d) Determine whether procurement will be by selective or competitive negotiation for procurement under level of Delegation of Authority (DOA);
- e) Solicit bids or quotations; analyze them for conformity to specified requirements and for price, delivery and other considerations such as warranty, maintenance, compatibility, etc.; negotiate with suppliers and award contracts based on considerations of all factors;
- f) Prepare price estimates to provide price and availability information on products and services;
- g) Determine the method of shipment, indicating the correct condition of shipment for the items – hazardous, etc., ensuring acceptance by consignee; report on shipping cost;
- h) Prepare justification and analysis reports for procurement over delegation of authority to be submitted to the Contract Review Committee (CRC) for approval;
- i) Prepare and issue purchase orders, contracts and amendments; ensure inclusion of complete and accurate specifications, terms and conditions;
- j) Monitor supplier's performance and market developments for medicines, diagnostics, medical equipment, and other strategic health supplies;
- k) Maintain up to date the procurement file with all information related to the pre-award activities;
- l) Contact and interview vendors to obtain product price and availability information to facilitate identification and selection of suppliers and evaluation of specifications; provide technical advice to requisitioners regarding appropriate products, substitutes or alternatives; keep informed of new products and market conditions, etc.;
- m) Assist in the planning, coordination and implementation of any special procurement program assigned to the Team;
- n) Participate in the review, analysis and evaluation of procurement systems for modifications, improvements and streamlining of processes;
- o) Represent PRO in meetings with internal and/or external stakeholders;
- p) Track performance of the assigned commodities in order to maintain high customer satisfaction and take corrective actions in coordination with the supervisor when required;
- q) 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. - Works collaboratively with team members and counterparts to achieve results; encourages cooperation and builds rapport; helps others when asked; accepts joint responsibility for the teams' successes and shortcomings. Identifies conflicts in a timely manner and addresses them as necessary; understands issues from the perspective of others; does not interpret/ attribute conflicts to cultural, geographical or gender issues.

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/Listen/Shares knowledge - Quality and quantity of communication targeted at audience. Listens attentively and does not interrupt other speakers. Adapts communication style and written content to ensure they are appropriately and accurately understood by the audience (e.g., power-point presentations, communication strategies, implementation plans). Shares information openly with colleagues and transfers knowledge, as needed.

Knowing and managing yourself: Manages stress/Invite feedback/Continuously learn - Remains productive even in an environment where information or direction is not available, and when facing challenges; recovers quickly from setbacks, where necessary. Manages stress positively; remains positive and productive even under pressure; does not transfer stress to others. Seeks feedback to improve knowledge and performance; shows self-awareness when seeking and receiving feedback; uses feedback to improve own performance. Seeks informal and/or formal learning

opportunities for personal and professional development; systematically learns new competencies and skills useful for job; takes advantage of learning opportunities to fill competencies and skill gaps.

Producing Results: Deliver quality results/Take responsibility - Produces high-quality results and workable solutions that meet clients' needs. Works independently to produce new results and sets own timelines effectively and efficiently. Shows awareness of own role and clarifies roles of team members in relation to project's expected results. Makes proposals for improving processes as required and takes responsibility for own work and/or actions, as necessary. Demonstrates positive attitude in working on new projects and initiatives. Demonstrates accountability for own success, as well as for errors; learns from experience.

TECHNICAL EXPERTISE

- Thorough theoretical and practical knowledge of purchasing policies, practices and procedures, standard contracting terms and conditions; ability to analyze and clarify specifications to solicit and evaluate bids and offers; ability to perform market research and source products.
- Strong analytical skills in the review of contractual arrangements combined with excellent negotiation skills.
- Ability to establish and maintain collaborative relationships within and outside the Organization to support the procurement requirements of the Organization's programs.
- Ability to manage multiple issues and tasks in a complex organizational environment and to re-prioritize actions on short notice.
- Strong professional oral and writing skills including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization.

EDUCATION

Essential: A bachelor's degree in business administration, procurement and supplies management, industrial engineering, international development or any other field related to the functions of the post, from a recognized university.

Desirable: Certification in procurement and/or in pharma would be an asset.

EXPERIENCE

Essential: Five years of combined national and international progressively more responsible experience in procurement or supply of goods in either the private or public sector.

Desirable: Experience in sourcing and procurement of health technologies/pharmaceuticals. Experience in automated systems such as e-procurement software or/and ERP systems would be an asset.

LANGUAGES

Fluency in English or Spanish with working knowledge of the other language. Knowledge of French and/or Portuguese would be an asset.

IT SKILLS

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, SharePoint and Outlook. Working knowledge of automated systems and microcomputers particularly with regard to procurement suite, logistics, and/or administrative operations. Other IT skills and knowledge of other software programs such as Visio and Project would be an asset.