Executive Assistant (Procurement) - (2302994)

Grade: G5
Contractual Arrangement: Fixed-term appointment
Contract Duration (Years, Months, Days): 24
Posting Date Apr 10, 2023, 9:57:45 AM
Closing Date Apr 25, 2023, 3:29:00 AM
Primary Location Sri Lanka-Colombo
Organization SE_SRL WR Office, Sri Lanka
Schedule Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

The Strategic Objective is to provide efficient and effective support to WHO Core functions at country level with a particular focus on the Organization's directing and coordinating role for international health as expressed in the Constitution. The objective of the programme is to manage financial, human, and administrative resources in an efficient, effective, results-oriented and transparent manner for carrying out its mission of promoting health, keeping the world safe and serving the vulnerable.

DESCRIPTION OF DUTIES

Under the guidance of WHO Representative and the direct supervision of the Administrative Officer, the incumbent will perform the following duties:

1. Assist in preparation of Requests for Quotations (RFQs) and Invitations to Bid (ITB) for goods procurement as per specifications requested by the Government counterparts and other entities and obtain relevant approvals;
2. Prepare Technical Evaluation formats for TEC committee evaluation of the bids, prepare comparative statements in line with the specifications, quotations and other relevant documents.
3. Assist in issuing Requests for Proposals (RFPs) for procurement of services, maintain a monitoring system for receipt of proposals of RFPs/RFQs/ITBs, etc.
4. Preparation of bidding documents, comparative statement, minutes/notes for records, justifications on selection of suppliers, adjudication reports and other documentation related to procurement of goods and services.
5. Assist in drafting goods purchase requisitions in GSM and uploading documents in ECM.
6. Follow-up for shipping documents for greenlight approvals and regulatory approvals, follow-up with suppliers for delivery of goods by local suppliers and global procurement.
7. Maintaining records/documents of goods procurement and filing system, scanning, uploading in GSM.
8. Providing administrative support of all procurement actions in WRO by applying procurement requisitions for supplies of goods and services, supplier creation, invoice processing, etc.
9. Keep track record of volume and amount of in kind donation receive and report to SEARO/HQ.
10. Any other relevant duties as may be assigned by the supervisor

REQUIRED QUALIFICATIONS

Education

Essential: Completion of secondary school education.
Desirable: Relevant university degree would be an asset. Training in procurement or a related subject area.

Experience

Essential: At least five (5) years of progressive relevant experience in Administrative field.
Desirable: Experience in any UN or international organization an advantage.
Skills

- Thorough in-depth knowledge of WHO Rules, Regulations, procedures and eManual provisions.
- Knowledge of principles of procurement and information technology for extracting quick and correct information from Organization's database.
- Ability to draft reports, correspondence concisely and clearly.

WHO Competencies

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Producing results
- Moving forward in a changing environment

Use of Language Skills


REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at LKR 1,972,279 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level.
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: [http://www.whed.net/](http://www.whed.net/). Some professional certificates may not appear in the WHED and will require individual review.
- According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- For information on WHO’s operations please visit: [http://www.who.int](http://www.who.int).
- The WHO is committed to creating a diverse and inclusive environment of mutual respect. The WHO recruits and employs staff regardless of disability status, sex, gender identity, sexual orientation, language, race, marital status, religious, cultural, ethnic and socio-economic backgrounds, or any other personal characteristics.
- The WHO is committed to achieving gender parity and geographical diversity in its staff. Women, persons with disabilities, and nationals of unrepresented and underrepresented Member States ([https://www.who.int/careers/diversity-equity-and-inclusion](https://www.who.int/careers/diversity-equity-and-inclusion)) are strongly encouraged to apply for WHO jobs.
- Persons with disabilities can request reasonable accommodations to enable participation in the recruitment process. Requests for reasonable accommodation should be sent through an email to reasonableaccommodation@who.int
- An impeccable record for integrity and professional ethical standards is essential. WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history
of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.

- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.

- WHO also offers wide range of benefits to staff, including parental leave and attractive flexible work arrangements to help promote a healthy work-life balance and to allow all staff members to express and develop their talents fully.

- The statutory retirement age for staff appointments is 65 years. For external applicants, only those who are expected to complete the term of appointment will normally be considered.

- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.

- In case the website does not display properly, please retry by: (i) checking that you have the latest version of the browser installed (Chrome, Edge or Firefox); (ii) clearing your browser history and opening the site in a new browser (not a new tab within the same browser); or (iii) retry accessing the website using Mozilla Firefox browser or using another device. Click the link for detailed guidance on completing job applications: Instructions for candidates