



United Nations World Food Programme (WFP)

Dhaka, Bangladesh

Vacancy Announcement

NO. WFP/008/2009

Date of issue: 8 February 2009

Post Title : **Procurement Assistant**
No. of post : 1 (One)
Type of Appointment : Service Contract
Post Grade : GS-5
Duration : Six months
Duty Station : Dhaka
Closing Date : **17 February 2009**

Major duties and responsibilities:

Under the overall guidance of the Head, Logistics and Procurement Section and the direct supervision of the Head of Procurement Unit, the incumbent will be responsible for the following duties:

- make market survey to identify potential qualified suppliers to update the roster of suppliers time to time;
- before processing procurement, ensures receiving and understanding the specifications of items requested for purchase;
- comply with established procurement procedures, call for tenders/bids/Request for Offers for food and non-food items locally and regionally;
- arrange Procurement and Contracts Committee (PCC) meeting and prepare minutes on recommendation for approval. Prepare documents for authorization where applicable;
- act as Procurement Committee secretary and document proceedings and discussions;
- responsible for timely issuance of Purchase Orders and prepares related contracts;
- update suppliers roster periodically with field visits and assessment reports, Coordinate with Inspection Agents on the proper verification/testing of food and non-food products and ensure the timely deliveries of the items;
- prepare field reports and update information on the status of purchases on weekly basis;
- maintain liaison with HQ/OMB to follow-up on purchase and related procurement jobs as and when required;
- draft or prepare correspondences to respond enquiries in respect to relevant procurement matters;
- supervise and guide day to day work of the Procurement Clerks;
- perform any other duties assigned by the supervisor.

Qualifications and Experiences: University degree with at least three years works experience.

Language: Fluency in both written and oral English and Bangla.

Other Desirable Skills: Computer skills, knowledge of MS Office software.

Submission of application: Only candidates meeting the above requirements are requested to submit their application quoting this vacancy announcement and Post Title along with one copy passport size photograph and Curriculum Vitae (with contact telephone number and name & addresses of three references) to: **Human Resources Officer, WFP, UN Offices, IDB Bhaban, Sher-e-Bangla Nagar, Agargaon, Dhaka, Bangladesh** or e-mail to: **Bangladesh_Vacancy_Announcement@wfp.org**. Only short-listed candidates will be contacted.