



CALL FOR CANDIDATURES: Procurement Assistant

Ref.UfM/FT/2022/004

1. Subject:

The UfM Secretariat is seeking to incorporate a Procurement Assistant at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description – Procurement Assistant UfM/FT/2022/004			
Job Title:	Procurement Assistant	Reports to:	Head of Unit Finance & Contracts / Procurement Officer
Division /Department:	Legal & Admin Department – Finance & Contracts Unit	Staff category conditions:	Contracted Staff (Fixed-Term Contract of 3 years, with 6 months' probation period): the possibility of extension (up to 3 years') is subject to the positive performance, applicable regulations and budget appropriations. Post Classification: CS4 Assistant Gross Salary Range: 36.000 Euros
SUMMARY			
<p>Under Supervision of the Procurement Officer, the Procurement Assistant will be responsible of supporting the provision contractual and administrative services in the Legal and Admin Department ensuring high quality, accuracy, and consistency of work.</p> <p>She/he promotes a client-oriented approach consistent with UfMS rules and regulations. The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UfMS.</p>			



PRIMARY RESPONSIBILITIES

- Assists with the preparation and issuance as well as controls of Tender Dossiers, Expressions of Interest, Call for proposals, and all procurement-related documents, contracts, instructions, etc., in accordance with EU rules and regulations and the European Union's Practical Guide (PRAG). Ensure high quality standards of all documents.
- Assist operational initiators with the formal aspects of the preparation of a tender dossier /call for proposals and contracting processes.
- Assists with the evaluation of tenders and call for proposals (grants) in keeping with the procurement and grants rules of procedures set out in EU rules and regulations and the European Union's Practical Guide (PRAG). Work with evaluation committees, assisting in the clarification phase, and facilitate negotiations and awards of contracts.
- Assists with the notification of results of tenders to all successful and unsuccessful bidders.
- Contribute to the preparation of grant agreements/ contracts/addenda with the selected beneficiary / contractors / implementing partners
- Collecting data and preparing reports;
- Assists in maintaining and organizing all procurement documentation in their respective files and ensure they are complete and secured for further reference by the EU and/or internal and external auditors.
- Procurement inbox management and email dispatch;
- Follows up contracts and work with the relevant internal stakeholders (Technical Officers, Finance, etc.) to monitor invoices submitted by contractors and ensure that payments are performed in accordance with the contractual provisions.
- Use internal IT tools to help with the implementation of financial systems (data entry, processing cases, monitoring dossiers in process, etc.) and support the preparation of periodic closures and budget monitoring.
- Participates in the development and maintenance of procurement policies.
- Observes Quality Assurance standards in the procurement of goods and services

Other contractual and administrative duties as assigned supporting the Legal and Administration Department.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Academic background:

- University (Bachelors) degree in law, business administration or related field as minimum requirement.



Professional requirements:

- 3 years of overall working experience in administration service, procurement, preferably for development projects.
- Good knowledge of procurement and/or grant rules of the European Commission.
- Full proficiency in IT tools, particularly in excel and word as well as in digital communication tools.
- International experience, particularly in international organizations would be an advantage.

Competences:

- Handling Information: ability to handle information, written and oral, in an authoritative and secure manner, employing appropriate technologies and processes.
- Team Orientation: ability to work co-operatively and effectively with others in an international, multi-cultural environment including information sharing and mutual help.
- Adaptability/Flexibility: ability to accept and succeed in new roles, work arrangements and methodologies. Desire to learn, improve and innovate – interest in new ways/situations.
- High-level of accuracy and attention to details: ability to follow a complex process with high attention to details

Languages

- Minimum level for English: professional working proficiency (CEFR; B2 level).
- Good command of Arabic, French or Spanish would be a strong asset.

2. Submission of applications:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- **A detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. “name-surname-cv”.**
- **A motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. “name-surname-cover letter”.**

Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.



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3. Submission Date:

Complete applications must be submitted by June, 5th, 2022 (midnight, European time, GMT+1).

4. Conditions:

The UFM Secretariat, on the basis of qualifications, will determine the initial grade and step on appointment and could be a grade different from that shown above.

The UFM Secretariat reserves the right to appoint the selected candidate at a lower level than the advertised level of the post.

Protection of personal data - Privacy notice

The UfMS as the body responsible for organizing the selection process will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.

Should any Candidate have any query concerning the processing of his/her personal data, he/she shall address it to the following address: hr@ufmsecretariat.org