



Job Description

2303952

## Procurement Assistant

Posting Date 21/Dec/2023

Closure Date 10/Jan/2024, 4:29:00 AM

Organizational Unit: FASRL - FAO Representation in Sri Lanka

Job Type Non-staff opportunities

Type of Requisition: NPP (National Project Personnel)

Grade Level: N/A

Primary Location Sri Lanka-Colombo

Duration: 11 Months

Post Number: N/A

IMPORTANT NOTICE: Please note that Closure Date and Time displayed above are based on date and time settings of your personal device

- [FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture](#)
- [Qualified female applicants, qualified nationals of non-and under-represented Members and person with disabilities are encouraged to apply](#)
- [Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values](#)
- [FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination](#)
- [All selected candidates will undergo rigorous reference and background checks](#)
- [All applications will be treated with the strictest confidentiality](#)

### Organizational Setting

The Food and Agriculture Organization (FAO) of the United Nations is implementing a project OSRO/SRL/083/JPN "Development of Self-sustained Culture-based Inland Fisheries to ensure Food and Nutritional Security and Livelihood Improvements in Rural Communities in Sri Lanka" which aims to enhance food and nutritional security, strengthen resilience, and improve livelihoods in rural communities, specifically of fisherfolks, across the targeted districts in Sri Lanka for a period of one year. Targeting four districts of Kurunegala, Mullaitivu, Monaragala, and Batticaloa, the initiative focuses on boosting inland fish production from reservoirs, which form a significant part of Sri Lanka's fishery sector. It will assist Sri Lanka to adapt and effectively enhance fish seed production, increase fish fingerling stocking, improve reservoir fisheries management, and expand market opportunities. The project envisions empowering small-scale inland fishers, fisheries societies, aquaculture farmers, and rural communities, particularly those below the poverty line and in post-war affected areas.

FAO is recruiting a Procurement Assistant, to support the procurement processes and implementation of this project. The post is based in Colombo, Sri Lanka.

### Reporting Lines

She or he will be working under the overall guidance of the AFAOR (Programme) and the AFAOR (administration).

### Technical Focus

Programme development, coordination and operational assistance based on the knowledge of the local conditions, culture, language and institutions of the country of assignment.

### Tasks and responsibilities

Under the direct supervision of the Assistant FAO Representative (Administration), the Procurement Assistant shall.

- Assist in the procurement of goods and services for the project as required.
  - Maintain a comprehensive Annual/ quarterly Procurement Plan based on the information obtained from the representation and the Project Manager.
  - Review procurement requests, ensuring the completeness of information and obtaining additional information and documentation as required.
- Support in completion of specifications etc. required to initiate the procurement action.
- Determine the appropriate procurement method regarding the items to be procured and the expected cost and identify potential sources of procurement.
  - Coordinate with HQ procurement unit and Regional Office and obtained technical clearance and ad-hoc re-delegation of authority for the procurements exceeding the delegation authority of FAOR.
  - Preparation of tender documents, dispatch the same on Intend to the potential suppliers and open the bids, in the presence of the Procurement Committee.
  - Preparation of financial evaluation of bids for tenders and request relevant subject specialists to provide technical evaluation of bids.
  - Maintain a list of potential suppliers' database for each type of inputs.
  - Creating and editing vendor database in GRMS system.
  - Acting as a "Buyer" to FAO Sri Lanka and Maldives and attending the responsibilities assigned in GRMS system including the PO and the receipt

creation.

- Assisting the LoA and the contract preparation and obtaining FAOR's approval
- Ensuring that all assets received from the project are accurately entered and records are maintained in accordance with FAO Manual provisions and inventoried electronically and physical tagging is done.
- Ensure to inform the project team of the requirements of the procurement process and keep abreast of the developments of the project.
- Assisting in the process of disposal of obsolete assets and ensure that assets are disposed of in the best interest of the Organization (including the auction process) and that records are updated in the asset registry and make sure the assets register is up-to-date.
- Attend to all duty-free clearances, duty-free certificates, and coordinate with clearing agents until the delivery is made to FAO.
- Coordinate all logistics for the project as required.

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- University degree in Business Management or similar area related to procurement/ logistics management, finance/ accounting etc.
- 3 years of relevant experience in Procurement, logistics or related field.
- Working knowledge of English, and Sinhala and/or Tamil.
- The candidate must be a Sri Lankan National.

### FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

### ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing)
- Applications received after the closing date will not be accepted
- Please note that FAO 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 at <http://www.whed.net/>
- For additional employment opportunities visit the FAO employment website: <http://www.fao.org/employment/home/en/>
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

*FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.*

### HOW TO APPLY

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications, and language skills
- Candidates are requested to attach a letter of motivation to the online profile
- Once your profile is completed, please apply, and submit your application
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications
- Incomplete applications will not be considered
- Personal information provided on your application may be shared within FAO and with other companies acting on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application
- Only applications received through the FAO recruitment portal will be considered
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

If you need help or have queries, please create a one-time registration with FAO's client support team for further assistance: <https://fao.service-now.com/csp>

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