



# WE ARE HIRING!



World Food Programme

SAVING  
LIVES  
CHANGING  
LIVES

## About WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide and the 2020 Nobel Peace Prize Laureate. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes.

## Why join WFP Somalia?

In Somalia, the World Food Programme provides food assistance for nutrition, livelihoods, and relief through the hard work of more than **641 employees** who contribute towards making **Somalia hunger free** in close partnership with local partners.

Vacancy Announcement No: JR101794

Job title: Procurement Officer, NOC (Deputy Head Of Procurement)

Contract Type/Grade: NOC

Duty Station: Mogadishu, Somalia

Contract Duration: 1 year (Initial)

Date of Issue: 8<sup>th</sup> July 2024 | Closing Date: 21<sup>st</sup> July 2024.

### Key Accountabilities (not all inclusive, within the delegated authority)

- Consolidate and analyze data from which to inform Country sourcing strategies or plan specialist procurement initiatives that support effective and cost optimizing purchase decisions.
- Provide oversight, guidance and support with / to Country Offices for any procurement needs (moderate to high value commodities, delivering programmes of a similar nature) on implementing best practice procurement policies and procedures, ensuring a strategic, forward purchasing approach to procurement in compliance with wider WFP policies, standards, and regulations.
- Conduct compliance checks on procurement actions using a risk-based approach, including for CO and AO level procurement activities.
- Lead the implementation of procurement projects of moderate to complex projects or manage operational activities for a Country Office (e.g. issue tenders, evaluate offers and negotiate/award contracts), to ensure successful procurement of food and non-food commodities or services.
- Collate information and draft appropriate responses to recommendations to support auditing of procurement activities and ensure conformity with compliance rules.
- Identify, develop and maintain strong relationships with all relevant suppliers and vendors to enable WFP to maximize the value of the service delivered.
- Manage and coordinate effective relationships with inspection and superintendent firms to ensure quality control, specification conformity, volume assessment, monitoring and verification of deliveries.
- Work in close collaboration with cross functional counterparts to align procurement activities and promote an integrated supply-chain approach to food assistance.
- Coordinate and prepare accurate and timely reports of procurement activities to contribute to a WFP wide view that enables informed decision making and consistency of information presented to stakeholders, leading to performance optimization.
- Manage procurement team ensuring appropriate development and enable high performance.
- Act as Deputy Head of Procurement and an officer in-charge in the absence of Head of Procurement.
- Build capacity of WFP staff and external partners to take a strategic and proactive approach to the procurement of food and non-food commodities and services e.g., through provision of training sessions.
- Contribute to preparedness actions, providing technical recommendations and guidance and monitor the management of procurement specific risks.

- Act in an assigned emergency response capacity as required to meet emergency food assistance needs.
- Others as required.

#### **Do you meet the minimum requirements?**

##### **Education:**

- Advanced University degree in Economics, Commerce, Business Administration, Engineering, Legal or Accounting or other relevant field, or First University degree with additional years of related work experience and/or training/courses.

**Language Proficiency:** Fluency (level C) in English language and Somali Language.

##### **Desired Experiences and Skills for the Role**

- Minimum 5 years of experience in managing a procurement unit.
- Strong analytical and conceptual skills
- Advance knowledge of excel.
- Experience in market assessment and intelligence for goods and services, as well as vendor management.
- Demonstrated ability to communicate and coordinate with UN agencies or large international conglomerates.
- Experience in managing high-value procurement for construction projects is desirable.

***Female candidates are highly encouraged to apply.***

Interested and qualified candidates are requested to submit online applications using the below links.

- **External Applications** [Click here!](#)
- **Internal Applications** [Click here!](#)



**Applications that do not meet the above requirements will be disregarded. Only shortlisted candidates will be contacted.**

**WFP seeks applicants of the highest integrity and professionalism who share our humanitarian principles.**

**WFP is an equal opportunity employer, and we are committed to promoting diversity and gender balance.**

**Selection of candidates is made on a competitive basis.**

***WFP does not charge any application fees to candidates.***

