



## CALL FOR CANDIDATURES: Procurement Officer (UfM/LP/2012/004)

### 1. Subject:

The UfMS is seeking to incorporate a Procurement Officer at its headquarters in Barcelona.

Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description / Expert Profile			
Job Title:	Procurement Officer	Reports to:	Head of Procurement & Legal
Division:	Administration and Legal		
<b>SUMMARY</b>			
Supervised by the Head of Procurement & Legal, the Procurement Officer will be responsible for all procurement activities for the organization. Provide advice, assistance and follow-up on procurement, procedures, and contracts.			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• To assist and advise the Head of Procurement &amp; Legal as well as the rest of the organization on all procurement issues</li><li>• To develop, manage and co-ordinate the procurement processes and to be able to use legally established professional and transparent procurement policies and procedures of European Commission regulations</li><li>• To develop, manage and co-ordinate the procurement processes. To manage internal procurement requires and activities</li><li>• To be in charge of the purchase of equipment for the organization, contact suppliers, and research offers and quotations</li><li>• To be able to prepare calls for tender and follow-up procedure and in the management of any type of contracts (service, works, supplies)</li><li>• To provide assistance to the organization members related with all procurement matters</li><li>• To develop professional relations and work in partnership with European Commission in the field of procurement for the mission</li><li>• Other duties as assigned.</li></ul>			
<b>QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE</b>			
<ul style="list-style-type: none"><li>• An advanced University Degree in Law, Public or Business Administration or equivalent academic or professional training.</li><li>• To have a minimum of 5 years of professional experience in legal, administrative and operational aspects of Procurement.</li><li>• Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Commission legislation and regulations.</li><li>• Experience in financial management of tendering processes and audits, preferably including European Commission procedures.</li></ul>			



- International experience, particularly in multi-national and international organizations (desirable).

#### LANGUAGES

Minimum Requirements: Proficiency in English and Spanish is a must in reading, writing and speaking.

Desirable: Knowledge of French, Arabic or other languages of UfM member states would be an asset.

#### 2. **Submission of applications:**

Please read carefully the following information and send a complete application in English to the following address: [hr@ufmsecretariat.org](mailto:hr@ufmsecretariat.org).

The complete application includes:

- A detailed curriculum vitae in English clearly elaborating educational and professional experience.
- A motivation letter in English including a clear mention of the profile applied for and full postal address

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

#### 3. **Submission Date:**

Complete applications must be submitted by January 4<sup>th</sup>, 2013 (midnight, European time, GMT+1)