



### JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

Instructions:

1. This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.
2. Time frame required by HRD to review the JD: minimum two weeks

For HRD Use Only	
Job Description Received:	
Approved & Returned:	

<b>Organisational Unit/Department:</b>	ILO Office for Turkey
<b>Technical Responsible Unit/Department:</b>	ILO Office for Turkey / ILO Migrant Branch
<b>Technical Cooperation Programme:</b>	Job Creation and Entrepreneurship Opportunities for Syrians under Temporary Protection and Host Communities in Turkey
<b>Centralised or Decentralised Project:</b>	Decentralized
<b>Position (Title):</b>	Procurement Assistant
<b>Proposed grade (to be confirmed by HRD):</b>	GS-6
<b>Duty Station:</b>	Ankara, Turkey
<b>Type of contract (SST, ST or FT):</b>	FT
<b>Source of funding (TC, PSI or RBSA):</b>	TC
<b>Duration:</b>	Until 31.01.2020

**1. Introduction: general information about the context in which the official will work / background on the project:**

The project is funded by the EU Trust Fund and links to CPO TUR 159 (Policies and programmes implemented by constituents aimed at protecting migrant workers' rights and promoting decent employment for the Syrian refugees and migrant workers -Outcome 9).

The project is based on three specific objectives, further reinforced by cross-cutting actions, to facilitate the early entry of Syrian refugees and Turkish workers from host communities into the labour market and to help them develop, strengthen and upgrade their skills and competences as required. In addition, the project will support both communities where relevant through entrepreneurship training and business services development, supporting of active labour market policies, leveraging opportunities identified by regional development agencies, private sector actors and value chain analysis methodology.

The project builds on ILO interventions on the Syrian refugee crisis in Turkey since 2014, promoting comprehensive short- and medium-term employment-rich measures to be implemented within the framework of Turkey's overall response and the Regional Refugee and Resilience Plan (3RP).

Three integrated objectives of the project are to:

- Increase the availability of a skilled, competent and productive labour supply to facilitate access to decent work for Syrian refugees and Turkish host communities.
- Promote an enabling environment for business development and economic growth in identified sectors and geographic locations to address job creation and stimulate entrepreneurship opportunities for Syrian refugees and Turkish host communities.
- Provide support to labour market governance institutions and mechanisms in implementing inclusive development strategies.

Pilot provinces of the project are Ankara, İstanbul, Bursa, Konya, Gaziantep, Şanlıurfa, Adana, Mersin and Hatay.

The ILO will be operationally and technically responsible for the management and implementation of the project in close cooperation with International Organisation for Migration (IOM), national authorities and the social partners. The Procurement Assistant will assist the Finance and Procurement Officer and will work closely with the National Project Coordinator by undertaking the below mentioned duties.

## **2. Reporting lines:**

The Procurement Assistant will report to the Project Coordinator (National Programme Officer) under the overall supervision of the Director of the ILO Office for Turkey.

## **3. Main duties and responsibilities:**

1. Assist in the procurement of services and supplies in line with ILO's financial rules and regulations for the project and arrange for control of distribution and maintenance of inventory records.
2. Conduct a market research to identify potential service providers, vendors, implementing partners and experts and their market prices and consolidating all this information into a list for future use by the project.
3. Prepare all the necessary documentation for tenders (RFQs, RBs) including assisting in the preparation of the terms of references and technical specifications.
4. Sending the tender documents to potential vendors/service providers and/or arranging for the publication of tender announcements (depending on the procurement threshold).
5. Communicating with the potential vendors/service providers, external collaborators/consultants to ensure that ILO procedures are followed during the procurement process.
6. Collecting and compiling the tender bids, preparation of evaluation forms, assisting the members of the evaluation panel and acting as the Secretary to the Evaluation Committees.
7. Assist in the preparation of the evaluation reports and ensure the signatures of panel members on the reports according to the ILO established procurement procedures.
8. Prepare purchase orders under the ILO's internal integrated resource utilization (IRIS) system and take the necessary follow-up steps until the contracts have been approved.
9. Ensure customs clearance (if any) of imported goods.



International Labour Office

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10. Establish and maintain a database of contract documentation, terms of references, list of suppliers of goods and services.
11. Follow-up on the delivery of goods and services in close cooperation with the Administrative and Finance Assistant and Project Assistant.
12. Assist in the preparation of the draft procurement plans for the project and to update it on a regular basis.
13. Perform any other duties as may be assigned by the Finance and Procurement Officer, the Project Coordinator and the Director of ILO Office for Turkey.

### Qualifications requirements:

#### *Education*

- Completion of secondary school education.

#### *Experience*

- At least 6 years of general work experience,
- At least two years of specific experience in procurement and purchasing,
- Experience in conducting procurement in the context of donor-funded projects will be an asset
- Expertise and familiarity with UN, EU and/or ILO procedures will be an asset.

#### *Languages*

- Excellent knowledge of Turkish and English (spoken and written).

#### *Competencies*

- Good understanding of the main principles of procurement.
- Ability to use other software packages required by work (Excel, Word, Power Point).
- Good knowledge of clerical practices and procedures, and knowledge of administrative and financial practices.
- Ability to search and retrieve information from market, central databases and compile reports.
- Ability to communicate in an appropriate and clear manner.
- Demonstrated responsible behaviour and attention to detail.
- Ability to work in a multicultural environment and gender-sensitive attitude.
- Good drafting skills and ability to organize own work.