### FAO_black_20

# Food and Agriculture organization of the United Nations

### **Terms of Reference for Procurement Intern \***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | | | | | | |
| **Job Title: Procurement Intern** | | | | |  | | | | | | |
| **Division/Department** | | | |  | | | | | | | |
| **Programme/Project Number:** | | | | | |  | | | | | |
| **Duty Station: Cairo, Egypt** | | | | |  | | | | | | |
| **Start Date of Assignment:** | | | | | | |  | **End Date:** | | **11 Months** | |
| **Reports to; name of supervisor:** Mina Alomar | |  |  | | | | | **Title:** | International Procurement Officer | | |
|  | | | | | | | | | | | |
| General Description of task(s) and objectives to be achieved | | | | | | | | | | | |
| **Organizational Setting:**  The Regional Office for the Near East and North Africa (RNE) is responsible for leading FAO’s response to regional priorities for  Food security, agriculture and rural development through the identification, planning and implementation of FAO’s priority  Activities in the region. It ensures a multidisciplinary approach to programs, identifies priority areas of action for the  Organization in the Region and, in collaboration with departments and divisions at Headquarters, develops, promotes and  Oversees FAO's strategic response to regional priorities. RNE also advises on the incorporation of regional priorities into the  Organization’s program of Work and Budget and implements approved programs and projects in the region, monitors  The level of program implementation and draws attention to problems and deficiencies RNE develops and maintains  Relations with region-wide institutions including the Regional Economic Integration Organizations (REIOs).  The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates  The emergence of regional partnerships, and supports capacity development and resource mobilization for food security,  Agriculture and rural development in the region.  **Reporting Lines**  • Reports to the direct supervision of the Procurement Associate.  **Tasks and responsibilities**   * Before engaging with stakeholders, the intern is expected to collaborate closely with the procurement team and actively participate in all cross-functional steps. It is essential that all intern activities are discussed with and approved by the team beforehand. * Compiling weekly reports detailing the status of pending emails within the Generic Procurement email Inbox. * Provide support to the procurement team in preparing routine documentation and correspondence related to procurement actions, identification of potential suppliers, preparation of invitations to bid, bid summaries, purchase orders and/or contract, amendments / renewals; establishment of LTAs, obtaining clarifications and clearances, when necessary, as per the established FAO rules. * Assist in Following-up with purchase orders and contracts: receipt of order confirmation, shipment and receipt of goods and services, receipt of performance bonds or other necessary documentation. * Working closely with the procurement team to identify efficiency in any procurement cases. * Provide the necessary help in reviewing invoices of incoming goods, transportation services and custom’s clearance fees for accuracy; bring to the supervisor’s attention any discrepancies which may arise, prior to processing the payment. * Report on the status of procurement actions. * Recording and filing of documents and correspondence related to procurement actions, including but not limited to solicitation files, purchase orders, contracts… appropriately. * Assist the procurement team in preparing LPC presentation and minutes in order to obtain the necessary approvals for cases which the total awarding value exceed the review threshold. * Taking actions in providing reports as requested. * Ensuring data input into system is accurate. * Assist the supervisor in identifying and reviewing problems and discrepancies related to assigned actions. * Perform other related duties as required. | | | | | | | | | | | |
| key performance indicators | | | | | | | | | | | |
| **Expected Outputs:** | | | | | | | | | | | Required Completion Date: |
| * Updated and support-related reports, regularly for the procurement unit. * Budgetary reports and financial data of expenditures and available balances; monthly. * Gathered reports of all procurement-related matters. * Archive of departmental documents and unit tasks, return to duty reports and visuals. * Departmental procurement plans successfully executed and closed | | | | | | | | | | | During the assignment timeline |
| **REQUIRED COMPETENCIES** | | | | | | | | | | | | | |
| **Minimum requirements:**   * Candidates must be enrolled in an under-graduate or post-graduate degree programme in a bona fide educational institution or recent graduates of such an institution. * Working knowledge (proficiency - level C) of English and would be an asset intermediate knowledge (intermediate proficiency - level B) of another official FAO language (Arabic, Chinese, French, Russian or Spanish). | | | | | | | | | | | | | |