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Junior Professional Officer (JPO) Programme

**Procurement Officer
Supply Chain Unit
Addis Ababa, Ethiopia**

TERMS OF REFERENCE

ABOUT WFP

The United Nations World Food Programme (WFP) is a highly prestigious, reputable and the world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters, and the impact of climate change.

We are currently seeking a Junior Professional Officer to fill the position of Procurement Officer with our Supply Chain Unit based in Addis Ababa, Ethiopia, East and Southern Africa Region (ESARO).

CONTEXT AND BACKGROUND

The procurement function at the WFP Ethiopia Country Office (ETCO) is central to ensuring the timely, cost-effective, and compliant sourcing of food and non-food items to support WFP's humanitarian and development operations. The unit manages a high volume of procurement activities, with annual spend exceeding USD 76 million in 2025, and is responsible for both local and international sourcing, including specialized support for cash-based transfers and local food procurement initiatives.

GENERAL INFORMATION

- **Title of Post:** Junior Professional Officer – Procurement Officer
- **Grade:** P2
- **Supervisor:** Head of Procurement
- **Unit:** Supply Chain Unit
- **Division/Country Office:** Ethiopia Country Office
- **Duty Station:** Addis Ababa
- **Duration of assignment:** Two years

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head of Procurement, the JPO will have the following responsibilities:

1. Client Relationship Management

- Serve as the primary contact for procurement-related queries from internal teams and external suppliers.
- Build and maintain effective working relationships to ensure responsive and high-quality service delivery.

2. Procurement Analysis & Efficiency

- Collect, analyze, and report on procurement data to identify opportunities for cost savings and process improvements.
- Support the adoption and use of digital procurement tools (e.g., SmartSourcing) to enhance efficiency.

3. Procurement Operations

- Assist in all stages of the procurement process, including tendering, evaluation, contract awards, and purchase order preparation.
- Ensure all procurement activities comply with WFP policies, procedures, and standards.

4. Policy Implementation & Compliance

- Facilitate the integration and implementation of the Local and Regional Food Procurement (LRFP) policy.
- Prepare and review procurement documents, concept notes, and contracts, especially those involving smallholder farmers and local traders.
- Monitor and ensure adherence to compliance requirements and support audit processes.

5. Supplier Management

- Identify, assess, and recommend potential suppliers, maintaining accurate and up-to-date supplier rosters.
- Segment suppliers based on risk, importance, and collaboration potential; evaluate supplier performance and responsiveness.

6. Data Management & Reporting

- Conduct research and prepare analytical reports to support procurement decision-making.
- Maintain organized procurement records and databases to ensure data accuracy and accessibility.

7. Collaboration & Capacity Building

- Collaborate with internal stakeholders to align procurement with broader program objectives.
- Guide and support junior staff, providing technical advice and training as needed.

8. Emergency Preparedness

- Contribute to emergency preparedness and response by ensuring procurement readiness for rapid deployment of goods and services.

EXPECTED OUTCOMES

- Strengthened supplier engagement and improved satisfaction.
- Achieved measurable cost savings and operational efficiencies.
- Enhanced, timely procurement reporting and data-driven decision-making.
- Effective support for complex and high-value procurement processes, with risks and controls clearly identified.
- Compliance with procurement policies and continuous process improvement.
- Consistent training and guidance provided to procurement and technical teams.

- Reliable tracking and documentation of procurement activities.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Advanced university degree in Supply Chain, Procurement or related field.
- At least two years of relevant working experience in Supply Chain (Logistics or Procurement).
- Fluency in English
- Strong Analytical Skills and Proficiency in Windows MS Office (Word, Excel, Powerpoint, Outlook)
- Behavioural competencies: leads by example with integrity, drives results and delivers on commitments, fosters inclusive and collaborative teamwork, applies strategic thinking, builds, and maintains sustainable partnerships.

DESIRABLE REQUIREMENTS

- Exposure to the international arena either by direct work for an international institution/organization or by interacting with international stakeholders
- Intermediate level of one, or more, of the following official languages: French, Spanish, Arabic, Chinese, Russian, Portuguese
- WFP's international professionals are required to serve in different locations around the world during their career (including in hardship duty stations); willingness to be mobile would maximise opportunities for long-term retention into the Organization

SUPERVISION

The JPO will report to the head of procurement unit in Ethiopia Country Office. A detailed work plan will be developed plus continuous discussion and mentoring during the JPO assignment.

TRAINING COMPONENTS

The JPO must complete all WFP Mandatory and procurement-related training within the first 3 months of onboarding. Also, the JPO will go through on-job-training.

LEARNING ELEMENTS

By the end of the two-year assignment, the JPO should have achieved:

- **Comprehensive Understanding of WFP Procurement:**
Gained in-depth knowledge of WFP's procurement policies, procedures, and best practices, including compliance and ethical standards.
- **Proficiency in Digital Procurement Tools:**
Developed hands-on experience with platforms such as SmartSourcing and WFP's ERP (WINGS), supporting data-driven procurement and operational efficiency.
- **Client Relationship Management Skills:**
Built strong skills in managing relationships with internal stakeholders and external suppliers, fostering collaboration and effective communication.
- **Analytical and Reporting Competence:**
Enhanced ability to collect, analyze, and interpret procurement data to inform decision-making and drive cost-saving initiatives.
- **Supplier Management Expertise:**
Acquired practical experience in supplier identification, assessment, segmentation, and performance evaluation.

- **Local and Regional Procurement Integration:**
Understood and contributed to the implementation of the Local and Regional Food Procurement (LRFP) policy, supporting local market development and smallholder farmer engagement.
- **Operational and Emergency Preparedness:**
Developed the capacity to support procurement operations in both routine and emergency contexts, ensuring readiness for rapid response.
- **Capacity Building and Teamwork:**
Strengthened skills in guiding and supporting colleagues, contributing to team learning and knowledge sharing.

Saving Lives
Changing Lives