

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



UNDP Maldives invites qualified and interested candidates to apply for the position of Logistic and Procurement Associate in the Global Fund (GFATM) project.

The Logistic and Procurement Associate will co-ordinate the smooth implementation of the GF (Global Fund) funded activities and to achieve the objectives of the Programme Grants for HIV/AIDS. The Logistic and Procurement Associate may be required to travel to the implementation sites and to ensure consistent service delivery.

Under the overall guidance of GFATM International Programme Manager and GFATM Programme Associate, the Logistic Assistant works in close collaboration with the UNDP CO Operations, Programme and the GFATM Programme Management unit to ensure high quality of work, ensures accurate and timely all operational support in the area of logistics and procurement management for successful implementation of the GFATM programme.

**Requirements:**

- Secondary education, preferably with specialized certification in data management.
- Specialized training in procurement desirable
- 3 to 5 years of relevant procurement and logistic /administrative management experience.
- Excellent working knowledge of information technology
- Experience in the usage of computers and office software packages (MS Word, Excel, etc). Knowledge of Access is desirable
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Excellent communication skills, verbal and written.
- Fluency in English and Dhivehi
- Availability for travelling (field work) for Monitoring purposes
- Experience in working with budding civil society and NGO's
- Ability to work in multidisciplinary groups
- Efficient, Reliable and able to deliver results in a timely manner.
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**Remuneration and contract details**

The assignment is for 12 months with possibility of extension. Monthly salary: Mf. 9100.00 depending on qualification and experience.

**For further requirements and detailed job description/terms of reference, qualified candidates are invited to visit UNDP's <http://www.mv.undp.org>**

**Deadline for applications is 5 November 2009.** Applications with CV, completed P11 forms, copies of academic certificates, recommendation letters and copy of National ID card should be submitted to UNDP email: [vacancies.mv@undp.org](mailto:vacancies.mv@undp.org) OR forwarded under confidential cover to the "HR Analyst, UNDP, UN Building, Male', Maldives". P11 forms can be downloaded from <http://www.mv.undp.org>.

**UNDP will not accept incomplete applications.** Interviews will be granted only to short- listed candidates. UNDP will only be able to respond to those applicants in whom there is further interest.