



VACANCY ANNOUNCEMENT
ADMINISTRATIVE SERVICES (AS) PROGRAMME
Procurement and General Services (PGSU) Unit

VACANCY ANNOUNCEMENT NO:	VA 12/037/AS
PUBLICATION/TRANSMISSION DATE:	30 April 2012
DEADLINE FOR APPLICATION	29 May 2012
TITLE AND GRADE:	Procurement Officer, P-3
POST NUMBER:	ZRB-2944-P3-013
INDICATIVE NET ANNUAL SALARY:	US\$ 56,091 to 62,803 (without dependents) US\$ 60,091 to 67,387 (with dependents) (plus variable post adjustment, currently 49.4% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions. The Procurement, Travel and General Services Unit (PGSU) in the Administrative Services programme comprises of three teams: General Services, Travel and Procurement.

Responsibilities

Under the overall supervision of the Coordinator, AS, and the direct supervision of the Chief, PGSU, and within the limits of delegated authority, the Procurement Officer is responsible for all matters relating to the procurement of goods and services. Planning and overseeing the work of the Procurement team he/she ensures procurement services which are efficient, cost effective and environmentally sustainable, responsive to the specific requirements of the secretariat, and in line with principles and parameters of the United Nations; leads efforts to continuously improve procurement policies and processes with a view to ensuring that the secretariat receives best value for money and optimally responds to clients' needs. The particular functions are:

1. Planning, supervision and management

- Plans, develops and manages the work of the Procurement team to ensure smooth work flows and prioritization of tasks including the establishment of work plans and team goals and coordination and monitoring of implementation; coaches, mentors and evaluates staff in the team and participates in recruitment and selection of new staff and in the development of training programmes; fosters teamwork and communication among procurement staff and across unit/programme boundaries;

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- Develops and recommends proposals on revisions to procurement policies and guidelines, including strategies for their effective implementation, and provides authoritative technical and policy advice to the Chief, PGSU, and programmes on the full range of procurement issues, including interpretation of procurement policies and procedures; develops and disseminates best practices and new and innovative ways to increase efficiency, environment-friendliness and meet client needs;
- Plans and monitors complex procurement processes through their complete life cycle; analyses operational problems that are of a systemic nature and proposes solutions, bringing to the Chief's attention the need for any operational exceptions and provides expert advice on effective risk management and mitigation in the area of procurement;
- Provides operational guidance to the Procurement Assistants based on the applicable UN and UNFCCC regulations and rules, policies and procedures to ensure swift and efficient processing of procurement requisitions and travel requests; ensures capacity building through information and training of all secretariat staff involved in procurement activities;
- Acts as Vendor Registration Officer and secretary to the Vendor Registration Committee, recommending suspension, removal and reinstatement of vendors from the Vendor Roster;
- Liaises with senior procurement officers of other UN organizations or civil service and representatives of the private sector on matters related to procurement. Represents the organization in relevant external meetings, including to establish and maintain relationships with the vendor community at large with the purpose of fostering competition and improving the secretariat's pool and understanding of sources and products.

2. Procurement operations

- Advises programmes on the full range of procurement issues, providing guidance and support at all stages of the procurement cycle; ensures that procurement plans are in place in advance of the procurement cycle and that plans are properly laid out in order to carry out successful procurement activities in a timely and efficient manner according to all financial and procurement guidelines;
- In collaboration with requesting programmes and units in UNFCCC and UNCCD, coordinates the evaluation of bids and proposals submitted by vendors and ensures that contracts are awarded on time and in line with UNFCCC and UN regulations; undertakes quality control of the reports to the Joint Local Committee on Contracts and organizes presentations and/or presents cases to the committee for review and endorsement;
- Analyses complex and mission-critical procurement requisitions of significant financial or operational impact, determines appropriate strategies/approaches to best serve institutional interests and ensures implementation; in consultation with the Chief, PGSU, and Coordinator, AS, authorizes exceptions of established rules, practices and procedures, as necessary;
- Coordinates the design/development of contractual documents in consultation with requesting programmes and units, the Legal Affairs programme and other administrative staff, as necessary; coordinates the correspondence with vendors on matters requiring interpretation of contracts and general conditions, and resolves disputes which do not require the involvement of Legal Affairs;
- Directs, manages and conducts planning, solicitation, negotiation and, if necessary, termination of contractual and procurement action; acts as approving officer for procurement contracts/ purchase orders up to the delegated limit, or recommends approval by officers with higher delegated authority;
- In collaboration with requesting programmes and units, assesses issues related to the adherence of vendors to contractual agreements and provides advice on measures to be initiated in case of non-compliance;
- Represents the secretariat in key meetings with senior representatives of commercial organizations for the purpose of concluding major contracts and managing their commercial aspects.

3. Performs other related duties, including to act as Officer-in-Charge of PGSU as and when required.

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Requirements

- First level university degree in business administration, public administration, commerce, law or a related field.
- A minimum of five (5) years of progressively responsible experience in procurement, contract management, administration or related area of which two years in an international environment.
- Very good knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations. Knowledge of contract law and relevant UN rules and regulations.
- Integrity, excellent negotiating skills, problem solving skills, planning and organisational skills
- Fluency in English(both oral and written) . Knowledge of another UN official language and German is an advantage.

Evaluation criteria

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness: The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

To apply

Candidates whose qualifications and experience match the requirements for this position, please use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. **Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
2. **Service is limited to the UNFCCC secretariat.**
3. **We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**