

United Nations International Residual Mechanism for Criminal Tribunals

Procurement Assistant, G-6

DEADLINE FOR APPLICATIONS	:	08 August 2018
DATE OF ISSUANCE	:	10 July 2018
OFFICE	:	Registry/ Procurement
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/PU/009-GS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

The post is located in the Procurement Section of the Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), Hague Branch and reports to the Chief, Procurement Section or a Unit Head.

Responsibilities:

The incumbent reviews, records and prioritizes purchasing requests and obtains additional information/ documentation as required; provides assistance to requisitioners in preparing scope of work and specifications of goods and services; proposes product substitutions consistent with requirements to achieve cost savings; identifies and recommends sources of procurement, and interviews potential suppliers. Produces tender documents (e.g., Invitation to Bids, Requests for Proposals and Requests for Quotations) based on the nature of the requirements and cost of procurement involved. Prepares abstracts of offers and compiles data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible with due consideration to quality, delivery time, prompt payment and other discounts, transportation costs, etc. Finalizes purchase orders and contracts for approval by the Procurement Officer; authorizes purchases in line with delegated signature authority, and, if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official. Maintains relevant internal databases and files; keeps track of any contractual agreements, direct provisioning contracts, etc. and informs affected users of contractual rights and obligations. Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market. Drafts a variety of correspondence and performs other duties as assigned. The incumbent evaluates the applications for registration of vendors; maintains information on registered suppliers; and, obtains relevant information as required, from other supplier databases. Liaises with potential suppliers and other supplier organizations; maintains statistics on supplier registration; and, maintains data on performance of contractors and suppliers regarding quality, prices, delivery and other relevant performance indicators.

Competencies:

- **Professionalism** – Knowledge of purchasing and accounting techniques. Good knowledge of internal procurement policies, processes and procedures and significant experience in their application to the purchase of a wide range of supplies and services; knowledge of financial rules and regulations; ability to research and gather information from a variety of internal and external sources; demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments, adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS

Education: High school diploma or equivalent; demonstrated ability to use computer technology.

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Experience: At least 7 years of progressively responsible experience in the area of purchasing/procurement/contracting. Procurement experience within the UN is desirable.

Language: English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required.

Assessment Method:
There may be a technical test followed by a competency-based interview.

Special Notice:
The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.
