

# United Nations International Residual Mechanism for Criminal Tribunals

Procurement Assistant, G-5

DEADLINE FOR APPLICATIONS	:	24 October 2018
DATE OF ISSUANCE	:	25 September 2018
OFFICE	:	Registry/Procurement
LOCATION	:	Arusha
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/PRO/20-GS

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

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## Organizational setting and Reporting:

This position is located in the Procurement Section, Administration Services, Registry, Arusha Branch, under the supervision of the Associate Procurement Officer and overall guidance of both the Chief Procurement Officer and the Administrative Officer.

## Responsibilities:

Under the supervision of the Associate Procurement Officer, the incumbent performs the following functions:

- Performs a wide range of office support and administrative functions within the Procurement team
- Monitors processes and schedules related the team's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc.;
- Assists in the maintenance of procurement database by scanning, converting and attaching a variety of documents into Umoja; Performs data entry, extraction and reporting functions. Researches the market; recommends potential sources of new procurement; interviews potential suppliers and contractors; proposes new companies for approval by the supervisor for inclusion in the registered vendors list; assists potential suppliers and contractors with their vendor registration in UNGM and Umoja.
- Reviews requisitions for clarity and completeness of technical specifications. In coordination with the requesting office, clarifies terms and conditions of requisitions and liaise with requisitioners and vendors as needed and, when required, negotiates same.
- Conducts inquiries for product/service being requested; compiles and collects market prices/conditions and negotiates terms when necessary.
- In accordance with the UN Financial Regulations and Rules, and guidelines established in the Procurement Manual, prepares the appropriate solicitation documents as required; presents proposals to the (Associate) Procurement Officer;
- Extract and compile data contained in quotations/proposals/bids to determine which supplier can deliver at best value for the Organisation and submits results for recommendation.
- Prepares submission to the Local Contracts Committee (LCC) for review and subsequent approval by the authorised official, and participate in LCC proceedings.
- Prepares draft contracts, introducing modification, when needed, against a set format for contracts and presents same to the (Associate) Procurement Officer.
- Ensures vendor compliance with terms and conditions in all purchase orders and/or contracts.
- Reports on status of on-going contracts.
- Responsible for the organization of all records relevant to contracts and/or purchase orders handled including the electronic archiving of such records.
- Performs other related duties as may be assigned by the (Associate) Procurement Officer.

## Competencies:

- **Professionalism** – Knowledge of procurement policies, processes and procedures generally and, in particular, those related to the purchase of supplies and services. Knowledge of United Nations financial rules and regulations and ability to research and gather information from a variety of standard sources and 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
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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.

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## QUALIFICATIONS

**Education:** High school diploma or equivalent; demonstrated ability to use computer technology. Training in procurement/contracting related courses is an asset.

**Experience:** Minimum of 5 years of experience in the field of procurement, contract management or related field of work. Experience with United Nations procurement and experience providing administrative assistance to a team are assets. Experience using ERP software (such as SAP/Umoja) may be an advantage.

**Language:** English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English and Kiswahili is required. Working knowledge of French may be advantageous.

**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.

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## HOW TO APPLY:

### **NOTE FOR INTERNAL CANDIDATES:**

- 1) Staff at the G-4 and G-5 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 in-spira 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](mailto: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](http://www.unmict.org)) and forward electronically **AS ONE DOCUMENT** to the [recruitment@un.org](mailto: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.

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