

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Chief, Procurement P- 4

DEADLINE FOR APPLICATIONS	:	25 September 2019
DATE OF ISSUANCE	:	27 August 2019
ORGANIZATIONAL UNIT	:	Registry/Administration
LOCATION	:	Arusha
JOB OPENING NUMBER	:	19-PRO-RMT-122128-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Arusha branch of the Mechanism. The incumbent reports to the Chief Administrative Officer.

RESPONSIBILITIES:

Within delegated authority the incumbent will be responsible for the following duties:

- Serves as a senior procurement and contracting expert with responsibility for the supervision of a team (located in Arusha, Tanzania and The Hague, Netherlands) carrying out world-wide procurement of a wide variety of supplies and services associated with highly complex (technically and legally) contracts and procurement activities, in accordance with the UN established procurement procedures and the UN Financial Rules and Regulations.
- Plan, develop and manage the procurement activities for the Mechanism (Arusha and Hague Branches, Kigali and Sarajevo Field Offices).
- Provides policy procurement guidance and technical advice on procurement strategic activities to all levels of officials of substantive units during all phases of the procurement cycle.
- Analyze, evaluate and assign procurement requests and ensure that technical specifications are thorough in terms of completeness; also ensure appropriate evaluation criteria that would be measurable and in accordance with best value for money policies
- Develops and prepares highly complex contracts for procurement of non-routine and technologically advanced commodities or long-range services; issues international tender invitations; evaluates responses to tender, and makes recommendations for finalization of purchases and award of contracts; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Develops new strategic and tactical approaches to contracts, as well as new methods for their application, based on market research.
- Works in tandem with requisitioning entities for procurement planning, to develop effective procurement strategies and prioritise/coordinate contending procurement projects.
- Contributes to development of institutional procurement policies and procedures; develops standards and criteria for the evaluation of goods, services, supplier capacity, etc.
- Supervises the identification of potential suppliers. Approves Source Selection Plan for formal procurement cases.
- Establishes approaches for negotiations and conducts or coordinates all phases of negotiations with all concerned parties, including the negotiation of disputes arising from contracts.
- May carry out consultancy missions to the field.
- Provides direction to, guides, trains and supervises general service and professional staff of the section located at both the Arusha and Hague branches. Plans, organizes, directs and coordinates the activities of staff and resources of the section.
- Contribute to the reporting to intergovernmental bodies on budget/programme performance or on programmatic/substantive issues, as appropriate.
- Carries out administrative tasks necessary for the functioning of the Unit, including preparation of budgets, assigning and monitoring the performance parameters and critical indicators, evaluation of staff performance, interviews of candidates for job openings and evaluation of candidates; recruit staff taking due account of geographical and gender balance and other institutional values.
- Participate in international, regional or national meetings and provides programmatic/substantive expertise on issues; hold organizational discussions with representatives of other institutions.
- Perform other related work, as required.

CORE COMPETENCIES

- **Professionalism:** Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services. Knowledge of contract law and expertise in handling complex contract issues. Knowledge of quantitative methods to measure
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supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. Ability to develop procurement policies, procedures and new programmes. 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.

- **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.
- **Managing Performance** – delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organisation. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree (Master’s degree or equivalent degree) in business administration, public administration, commerce, audit, procurement, law, or related field. A first-level university degree in any of these fields, in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree. Procurement certification, such as UK CIPS (at least level 3), US ISM CPM, CPSM or equivalent is mandatory.

Experience:

A minimum of seven (7) years of progressively responsible experience in procurement, contract management, or related area is required, with a proven record of handling complex procurement evaluation and tendering processes is required. Previous experience with procurement within the United Nations; experience with SAP enterprise resource management systems (such as Umoja) and team management experience are all highly desirable.

Language:

English and French are the working languages of the Mechanism. Fluency in English (both oral and written) is required; knowledge of French, Dutch and/or Swahili may be an advantage.

Assessment method:

Evaluation of qualified candidates may include a written assessment, followed by a competency-based interview.

Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. 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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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No Fee:
THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
