

United Nations International Residual Mechanism for Criminal Tribunals

Supervisor, Purchasing Unit, G-7

DEADLINE FOR APPLICATIONS	:	01 December 2021
DATE OF ISSUANCE	:	02 November 2021
OFFICE	:	Registry, Procurement Section
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	21-PRO-RMT-167556-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Procurement Section, Registry, under the supervision and direction of the Chief, Procurement Officer.

RESPONSIBILITIES:

The incumbent supervises the work of subordinates for accuracy and correct application of the Financial Regulations and Rules. Examines proposals submitted by substantive offices for the provision of equipment, supplies or the acquisition of services. Decides on the best methods of proceeding with such requests in the context of the Financial Rules and Regulations and the procurement policies and procedures. Establishes priorities and work deadlines in consultation with the Chief, Procurement Section. Acts as a focal point for complex and difficult tasks within the Unit. Reviews solicitation documents, Requests for quotation or proposals and invitations to bid prepared by subordinate staff. Reviews presentations prepared by subordinate staff for contract awards which require submission to the local/headquarters Committee on Contracts for its recommendation. Deals with complex proposals, in terms of specifications review, identifying invitees for bidding purposes, developing and preparing solicitation documents, evaluating proposals and making recommendations to the Chief on contract awards, draft contracts and coordinating work with the legal, financial and substantive offices. Negotiates with contractors defining options and making appropriate recommendations to the Chief, Procurement Section. Conducts site visits. Develops and implements improved working procedures. Trains junior staff on Umoja. Compiles and presents procurement data for planning purposes. Prepares reports for the Unit. Provides advice and guidance to substantive offices concerning development of specifications for acquisition of goods or services including policies, procedures and other procurement matters. Represents the Procurement Section at meetings of the Committee on Contracts to support case presentations in terms of providing additional justification and explanation for the proposed procurement actions. Other ad hoc duties as required.

Core 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **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; supplemental courses/training in purchasing and/or contracting.

Experience: Minimum of 10 years relevant and progressively responsible experience in the area of purchasing/procurement/contracting within the United Nations and at least 5 years supervisory experience. Extensive knowledge of UN purchasing; demonstrated ability to use computer technology and Umoja is required.

Language: English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English is required. Working knowledge of French is an asset.

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Assessment Method:

There may be an assessment exercise for qualified candidates followed by a competency-based interview.

Special Notice:

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.

All staff in the General Service and related categories shall be locally recruited. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHR instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.

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.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' 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, sexual abuse, or sexual harassment, 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. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

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.

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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>
