

# United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2022)

Associate Procurement Officer, P-2

DEADLINE FOR APPLICATIONS	:	11 April 2022
DATE OF ISSUANCE	:	05 April 2022
OFFICE	:	Registry/ Procurement Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2022/TJO/IRMCT/REG/PRO/230-P

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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 Arusha branch of the Mechanism. The incumbent reports to the Administrative Officer of the branch, under the supervision of the Chief Procurement Officer in The Hague.

## Responsibilities:

Within delegated authority the Associate Procurement Officer may be responsible for the following duties:

- Plans procurement actions for assigned projects, which involve the procurement of a variety of goods and services of a general nature, and technically complex commodities.
- Reviews and analyzes technical specifications to ensure completeness, accuracy and competitive qualities, and identifies optional courses of action.
- Assists staff in matters regarding procurement policies and procedures, technical specifications, pricing and product/service availability, as well as appropriate substitutes or alternative options to reduce costs.
- Develops vendor pre-qualifying criteria, identifies product sources and evaluates vendor performance as regards to quality, prices, delivery, equipment, etc.
- Solicits and evaluates bids/proposals/quotations to ensure proper consideration of procurement principles.
- Compiles and presents procurement data; prepares all relevant supporting documents and recommends approval of the contract or purchase order; may authorize purchases in line with delegated authority, 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.
- Participates in the market and supplier research.
- Prepares a variety of reports, correspondence, and documents (e.g. purchase orders, contracts and amendments) on procurement-related matters.
- Performs other duties as assigned.

## Core Competencies:

- **Professionalism** - 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.
  - **Accountability** – Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organisational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
  - **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.
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## 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.

### Job specific Qualification:

Professional certification in Supply Chain management such as Chartered Institute of Purchasing and Supply certification (CIPS level 4) or equivalent is desirable.

### Experience:

A minimum of two years of progressively responsible experience in public sector procurement, contract management, or related area is required. For candidates without an advanced university degree (Master-level or equivalent), two additional years of relevant experience are required. Previous experience in the field of procurement for an international institution is an advantage. Previous experience with procurement within the United Nations is highly desirable. Experience with SAP enterprise resource management systems is an advantage.

### Language:

English and French are the working languages of the Mechanism for International Criminal Tribunals. For the post advertised, fluency in oral and written English is required. Knowledge of French and/or Swahili may be an advantage.

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### HOW TO APPLY:

- 1) Internal staff at the GS, FS and P-2 level who meet the requirements are eligible to apply.
- 2) Interested candidates must complete the UN Personal History Profile (PHP) form obtainable via personal Inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's (for internal candidates) ELECTRONICALLY AS ONE DOCUMENT to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line.

### NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website ([www.irmct.org](http://www.irmct.org)) or from your personal Inspira account and forward electronically to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line. Please note, CVs cannot be accepted.

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### 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.

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.

### 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.

### 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

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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.

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PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (NEW YORK TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.

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