

PROCUREMENT AND CONTRACTING OFFICER 1

Post Number : OPS 017

Grade : P-4

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Paris

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 03-JUN-2024

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

This position will support UNESCO procurement & contracting function in large with special focus on response to projects in crisis and transition contexts (conflicts, disasters, emergency response, post-conflict post-disaster recovery and reconstruction).

The effectiveness of the response by UNESCO to such crises, embarking on the path to recovery and reconstruction, and building trust in Members States, depends directly on the efficiency of the procurement and contracting processes implemented to respond to the urgent needs.

Under the overall authority of the Director of Operations and direct supervision from the Chief, Procurement Section, the incumbent works to identify priority areas to improve and modernize the UNESCO procurement function, with special focus on preparedness and emergency response capacity related to procurement.

In particular, the incumbent will be responsible for the following related key functions:

- Policy development
- Policy advice
- Operational support to programme sectors, field offices and projects
- Development and monitoring of Implementation Partners Agreements - IPA
- Quality assurance & monitoring of procurement and contracting activities
- Capacity building & training

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Leading and empowering others (M)

Managing performance (M)

Building partnerships (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Master's or equivalent) in Business Administration, Supply Chain/ Project Management, Engineering, Contract/Commercial Law or a related field.

Work Experience

- Minimum of seven (7) years of progressively responsible and relevant professional experience in procurement, contract management, contract administration or logistics and supply chain management or related other area, of which preferably three (3) years at international level.

Skills and Competencies

- Strong practical and theoretical background in all phases of international procurement operations and in contracting for a diverse range of goods, works and services.
- Good working knowledge of contract law and expertise in handling complex contracting issues.
- Good knowledge of a project cycle within the international organizations/United Nation's field operations, and the role of implementation partners as part of it.
- Good computer skills, including practical knowledge of ERP systems related to finance and/or procurement.
- Ability to apply independent judgment and discretion in advising on and handling major procurement and contracting issues and problems.
- Ability to plan and organize the work by developing clear goals that are consistent with agreed strategies.
- Ability to communicate clearly and effectively - both orally and in writing - with diverse audiences on procurement and contracting related matters.
- Ability to work in a team and to maintain effective working relationships in a multi-cultural environment; ability to manage, supervise and motivate staff and teams.
- Demonstrated integrity and transparency.
- Familiarity with the work and general functioning of international organizations and/or the UN System.

Languages

- Excellent knowledge of English or French and good knowledge of the other.

DESIRABLE QUALIFICATIONS

Education

- Certification in supply chain, finance, or project management such as CIPS, PRINCE2 or equivalent.

Work Experience

- Experience in projects in crisis and transition contexts in support of field operations in the United Nations Common System or a comparable international organization.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and/or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate starting annual salary for this position is USD 126 118.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process