

PROCUREMENT AND CONTRACTING OFFICER

Post Number : OPS 016

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) : 04-JUN-2023 (Extended)

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of Operations Division (OPS) and direct supervision from the Chief, Procurement and Contracting Officer, the incumbent is responsible for the following key functions/core results:

- In the context of a decentralized procurement approach, the incumbent will manage the operational support at transactions level to both Headquarters and Field Offices, serve as a senior procurement and contracting expert with responsibility associated with highly complex (technically, financially and legally) procurement and contracting activities.
- Develop and revise the processes to improve the data management and reporting including the monitoring of proper implementation of standard operating procedures (SOP) related to procurement and contracting.
- Act as the business owner of procurement/contracting systems such as SAP, CMT/DUO, e-tendering, etc.
- Responsible for the management of UNESCO portfolio of the UN Global Market Place for vendor registration, procurement notices and awards.
- Maintain and develop UNESCO model documents on procurement and contracting.
- Lead the process of LTA development.
- Act as the key resource person for the development and monitoring of Implementation Partners Agreement.

In particular, the incumbent will be expected to perform the following activities:

1. Operational support to programme sectors, field offices and projects

- Contribute to the shift from a culture of control to strengthened accountability ensuring a robust risks-based internal control environment.
- Analyse and advise on projects and programmes with complex procurement and contracting components; ensure adequate planning, recommends solutions to contracting strategy, solicitation process and contract award/execution.
- Provide the contracts committee, upon request by the contracts committee or by its chairperson, technical advice and policy clarifications, attends the meetings of the contracts committee as ex-officio participant.

- Advise on contracting/procurement derogation requests to the provisions set forth in the UNESCO Manual, Circulars, or Director General notes.
- Review and make recommendations on donor agreements with regards to clauses on contracting and procurement.
- Propose process simplifications and re-engineering based on monitoring review outcomes.
- Provide technical advice, oversight and guidance on application of procurement and contracting procedures including best practices to Field Offices, Headquarters and Programme Sectors.

2. Data management and reporting including the development and monitoring of standard operating procedures (SOP) related to procurement and contracting

- Promote good practices in data entries and contribute to the development of a dashboard related to procurement and contracting.
- Analyse and track key performance indicators related to procurement and contracting.
- Develop and make recommendations for streamlined processes and standard operating procedures (SOP) related to procurement and contracting.
- Act as the Business Owner of procurement/contracting systems such as SAP, CMT/DUO, e-tendering; contribute to the review of systems workflow in consultation with all the stakeholders at HQ, Sectors and Field Offices; Propose systems improvement when and as required.

3. Lead the development of LTAs and UN Collaboration in Procurement

- Ensure the increase of LTA development and monitor their implementation.
- In the context of decentralized procurement approach, serve as the first hands-on advisor for sectors and field offices for all procurement and contracting transactions, with special focus on UN Collaboration in Procurement.

4. Implementation Partners Agreements (IPA)

- Develop enhanced guidance and tools for monitoring of procurement components in the IP agreements.
- Act as the key focal person for the monitoring of IP agreements, initiate audits of IP when and as required.
- Develop a risks-based IPA monitoring framework including IP capacity building.

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 managing support services 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 102,873.

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.