

CHIEF, PROCUREMENT & CONTRACTING OFFICER

Post Number : OPS 649

Grade : P-5

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) : 27-APR-2024

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 ADG/ADM and direct supervision from the Director of the Operations Division, the incumbent will be responsible for the following key functions/core results:

- Acts as a Chief, Procurement and Contracting Officer (Chief of Section) for UNESCO procurement and contracting policy and processes i.e. responsible for elaborating policy, guidance, training and technical assistance for all high risk and high value contracts, not only for the procurement of goods, works and services, but also for the implementation of partnership agreements, financing activities contracts and other forms of contractual agreements;
- Defines and implements the monitoring framework for high risk and high value contracts, other elements within the contracting portfolio and other key financial processes;
- Serves as a center of expertise for the whole UNESCO in the area of procurement & contracting;
- Acts as a resource person (ex officio) and advisor to the Contracts Committee;
- Contributes to the knowledge sharing and creation of the procurement and contracting community of practice;
- Acts as UNESCO representative in related inter-agency networks, working groups and multi-agency businesses seminars.

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

1. Policy Developments

- Develop and implement policies on improved procurement procedures and methods for the efficient conduct of procurement operations; carry out continuous analysis of the working methods and systems, identify problem areas and introduce improvements;
- Issues guidelines, recommends policies and basically serve as a Center of expertise for whole UNESCO in the area of procurement & contracting;

2. Policy Advice

- Contributes to informed decision-making by building capacity for financial management;
- Provides specialized advice on procurement and contracting to internal and external colleagues, peers and stakeholders;
- Advises peers, colleagues and partners on new developments and best practices and emerging trends in area(s) of assignment;
- Manages and coordinates activities related to procurement tools and instruments including UNESCO portfolio of the United Nation's Global Marketplace for vendor registration and procurement notices, procurement portal on UNESCO Internet & Intranet sites and model documents on procurement and contracting;
- Represents the organization at high level meetings of international and national experts related to worldwide and national procurement activities including participation in the HLCM procurement network meetings.

3. Training, Coaching and Capacity Building

- Organize consultations and events and ensure regular contributions and updates to online and knowledge management systems with regard to contracting and procurement policies;
- Develop and maintain contracting/procurement training material;
- Deliver training to various levels of staff on contracting and procurement;
- Uphold the highest standards of integrity and develop systems for detection and prevention of fraud and corruption within the contracting/procurement process including keeping up-to-date the standards of conduct expected from vendors and staff.

4. Quality Assurance & Monitoring of procurement and contracting activities

- Organize consultations and events and ensure regular contributions and updates to online and knowledge management systems with regard to contracting and procurement policies;
- Develop and maintain contracting/procurement training material;
- Deliver training to various levels of staff on contracting and procurement;
- Uphold the highest standards of integrity and develop systems for detection and prevention of fraud and corruption within the contracting/procurement process including keeping up-to-date the standards of conduct expected from vendors and staff.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Planning and organizing (C)

Leading and empowering others (M)

Managing performance (M)

Building partnerships (M)

Driving and managing change (M)

Making quality decisions (M)

Strategic thinking (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 ten (10) 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 five (5) years acquired 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.
- Create and maintain sound working relationship and develop new joint collaboration with other UN agencies.
- Ability to advocate and interpret policy work with stakeholders and promote best practices with colleagues and peers.
- 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 manage, supervise and motivate staff and teams in an international working environment
- 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 151 244 \$.

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.

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