



**FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat**  
**CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat**

**VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE SERVICES (AS) PROGRAMME**

**Procurement and General Services Unit (PGSU)**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 08/E050</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>05 June 2008</b>
<b>DEADLINE FOR APPLICATION</b>	<b>04 July 2008</b>
<b>TITLE AND GRADE:</b>	<b>Chief, Procurement and General Services unit, P-4</b>
<b>POST NUMBER:</b>	<b>ZRB-2944-P4-003</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 63,052 to 69,744 (without dependents)</b> <b>US\$ 67,709 to 75,047(with dependents)</b> <b>(plus variable post adjustment, currently 71.6% of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

**Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Procurement and General Services Unit (PGSU) is responsible for the provision of administrative services in the areas of purchasing, travel and buildings management

**Responsibilities**

Under the overall supervision of the Coordinator, Administrative Services and the direct supervision of the Chief, Financial and Administrative Operations, and within the limits of the delegated authority, the Chief, Procurement and General Services is responsible for all matters relating to the purchase of goods and services, efficient and cost effective travel, and general services of the secretariat. Planning and overseeing the work of the Travel, Procurement, and General Services units he/she ensures timely, high-quality travel arrangements for staff and participants to meetings, and procurement services which are in line with principles and parameters of the United Nations and responsive to the specific requirements of the secretariat; leads efforts to continuously improve travel and procurement policies and processes with a view to ensuring that the secretariat receives best value for money and optimally responds to clients' needs; manages services related to premises, office space, furniture, supplies and equipment, and driver/messenger and mail distribution services; and liaises with the UN in Bonn Common Services Unit on building management, security, insurance and other related administrative issues.

### Planning, supervision and management

1. Plans, develops and manages the work of the procurement, travel and general services units to ensure smooth work flows and prioritization of tasks including the establishment of work plans and team goals and coordination and monitoring of implementation; coaches, mentors and evaluates staff in these units and participates in recruitment and selection of new staff and in the development of training programmes.
2. Develops and recommends proposals on revisions to procurement and travel policies and guidelines, including strategies for their effective implementation, and provides authoritative technical and policy advice to management and programmes on the full range of procurement, travel and general services issues, including interpretation of procurement and travel policies and procedures; develops and disseminates best practices and new and innovative ways to increase efficiency and meet client needs.
3. Plans and monitors complex procurement and travel processes through their complete life cycle; analyses operational problems that are of a systemic nature and proposes solutions, bringing to management's attention the need for any operational exceptions and provides expert advice on effective risk management and mitigation in the areas of procurement and travel.
4. Provides operational guidance to the Associate Procurement Officer and the Associate Travel Officer based on the applicable UN and UNFCCC regulations and rules, policies and procedures to ensure swift and efficient processing of procurement requisitions and travel requests.
5. Represents the organization in external meetings related to procurement, travel and general services.

### Procurement/Travel

6. Advises programme units on the full range of procurement and travel issues, providing guidance and support at all stages of the procurement cycle; ensures that procurement plans are in place in advance of the procurement cycle and that plans are properly laid out in order to carry out successful procurement activities in a timely and efficient manner according to all financial and procurement guidelines.
7. In collaboration with requesting programmes and units , coordinates the evaluation of bids and proposals submitted by vendors and ensures that contracts are awarded on time and in line with UNFCCC and UN regulations; undertakes quality control of the reports to the Joint Local Committee on Contracts and organizes and/or presents cases to the committee for review and endorsement.
8. Analyses complex and mission/secretariat-critical procurement proposals of significant financial or operational impact, determines appropriate strategies/approaches to best serve institutional interests and ensures implementation; authorizes exceptions of established rules, practices and procedures, as necessary.
9. Coordinates the design/development of contractual documents in consultation with requesting programmes and units, the Legal Affairs programme and other administrative staff, as necessary; coordinates the correspondence with vendors on matters requiring interpretation of contracts and general conditions, and resolves disputes which do not require the involvement of Legal Affairs.
10. Directs, manages and conducts planning, solicitation, negotiation and if necessary, termination of contractual and procurement action, and authorises up to the approved limit, or recommends authorization on procurement contracts /purchase orders .
11. In collaboration with requesting programmes and units, assesses issues related to the adherence of vendors to contractual agreements and provides advice on measures to be initiated in case of non-compliance.
12. Represents the secretariat in key meetings with senior officials and government officials and in negotiation with senior executives of various commercial organizations for the purpose of concluding major contracts.

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13. Approves travel requests and provides authoritative guidance for the effective review and approval of travel requests by other staff in the travel unit.
14. Coordinates travel arrangements for major events and meetings and negotiates with travel agents to ensure cost-efficient and flexible travel services responding to the particular needs of the UNFCCC secretariat.
15. Researches innovative best travel practices; reviews secretariat travel policies and procedures on how to improve secretariat policies and practices and streamline the travel services and processes.

#### General Services, Registry and logistics

16. In conjunction with the UN in Bonn Common Services Unit, ensures effective management of the secretariat premises, building maintenance, office space, fixtures and fittings, including the appropriate provision of office equipment, furniture and supplies; coordinates the maintenance of inventories of non-expendable property in conjunction with the Information Services Unit as appropriate.
17. Ensures effective and efficient allocation of driver/messenger resources and mail registry and distribution services; oversees and manages UNFCCC official vehicles and coordinates staff transport services.
18. Liaises with the UN in Bonn Common Services Unit on all matters affecting UNFCCC relating to follow up of insurance coverage, claims and security issues and follows up on outstanding issues to ensure their effective resolution and streamlined services.

#### **Requirements**

- Advanced university degree (Master's degree or equivalent in Business Administration, Public Administration, Commerce, Engineering, Law or related fields). A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. Additional study or training in accounting or law and recognized qualification in procurement is desirable.
- At least seven (7) years of progressively responsible professional experience at the international level in at least two of the following areas: procurement, travel and general services; a proven track record of overseeing, developing and supervising a team.
- Good computer skills, including word processing, spreadsheets and Internet applications, and preferably proficiency in procurement/travel computer systems, familiarity with database management desirable.
- Fluency in spoken and written English. Working knowledge of another UN languages and/or German an asset.

#### **Evaluation criteria**

##### **Professionalism:**

Familiarity with and experience in the use of various research methodologies and sources.

Ability to plan, develop, implement, monitor and evaluate major projects.

The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges.

Ability to provide sound technical advice to managers.

##### **Commitment to Continuous Learning:**

Willingness to keep abreast of and promote new developments in the appropriate professional field.

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**Communication:**

Ability to act as an effective spokesperson internally and externally.  
The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

**Technological Awareness:**

Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

**Teamwork:**

Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization.

Ability to gain the assistance and cooperation of others through the demonstration of leadership.

**To apply**

Quoting Vacancy Announcement Number 08/E050, applicants are requested to complete and submit a United Nations Personal History form (P11) to be found on our website [unfccc.int](http://unfccc.int) - at this stage no signature is needed on the P11 form - preferably via email to [vacancies@unfccc.int](mailto:vacancies@unfccc.int) or by fax/regular mail to:

**Chief Human Resources Unit  
Climate Change Secretariat (UNFCCC)  
P.O. Box 260 124  
D-53153 Bonn, Germany  
Fax (49-228) 815-1999**

**Please note:**

1. **Qualified women candidates and candidates from developing countries are especially encouraged to apply**
2. **Service is limited to the UNFCCC Secretariat**
3. **We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**