



VACANCY ANNOUNCEMENT
(Two posts in one vacancy announcement)

ADMINISTRATIVE SERVICES (AS) PROGRAMME

Procurement and General Services Unit

VACANCY ANNOUNCEMENT NO:	VA 13/001/AS
PUBLICATION/TRANSMISSION DATE:	02 January 2013
DEADLINE FOR APPLICATION	31 January 2013
TITLE AND GRADE:	Procurement Assistants
POST NUMBER:	ZRB-2944-G5-024 ZRB-2944-G5-025
INDICATIVE NET ANNUAL SALARY:	Euro 35,722 plus UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

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 mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions. The Procurement, Travel and General Services Unit (PGSU) in the Administrative Services programme comprises of three teams: General Services, Travel and Procurement.

Responsibilities

This post is located in the Procurement Team, Procurement and General Services Unit (PGSU), Administrative Services programme. The Procurement Team is accountable for the procurement of goods and services required by the secretariat to fulfil its mandates and work programme.

Under the general supervision of the Procurement Officer and direct supervision of a more senior Procurement Assistant, the incumbent will assist in conducting procurement activities in support of the Procurement Team. In particular, the incumbent will be responsible for procurement of goods and services through formal as well as informal solicitation exercises. The incumbent independently manages informal Requests for Quotation (RFQ) and formal Invitations to Bid (ITB) and Requests for Proposals (RFP) of medium complexity.

- 1) Is responsible for informal procurement activities and formal tenders of medium complexity, and assists in more complex, higher value purchasing operations, including by:
 - a) Reviewing, recording and prioritizing procurement requests and obtaining additional information/documentation as required;
 - b) Monitoring status of existing requisitions, maintain contact with suppliers to ensure timely delivery of goods and services, coordinating delivery to UNFCCC, UNCCD premises and other geographical locations;

- c) Identifying vendors that are able to submit an offer for the requested commodity and/or existing contractual arrangements for the requested commodity;
 - d) Producing tender documents for standard goods and services (e.g. Requests for Quotations (RFQ), Invitation to Bid (ITB), Request for Proposal (RFP) as deemed appropriate and dispatching them to vendors;
 - e) Assists senior team members in more complex, higher value purchasing operations, coordinating distribution of pertinent documents to concerned parties, ensure appropriate follow-up action, etc.;
 - f) Preparing requests for price confirmations (RPC) for items under existing long-term and systems contracts;
 - g) Preparing abstracts of offers and compiling data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lower costs possible under the guidance of the Procurement Assistant and/or the Procurement Officer;
 - h) Finalizing statements of award, purchase orders and contracts with all supporting documentation for review and approval by the authorized officials;
 - i) Transmitting purchase orders and/or contracts to the vendor; distributing internal copies, notifying unsuccessful bidders;
 - j) Maintaining relevant internal databases and keeps complete case files on each case;
 - k) Effecting low-value payments by the secretariat's corporate credit card, and higher-value payments under supervision of the Procurement Officer; reconciling monthly credit card statements against requisitions received from programmes; forwarding to Finance Unit for accounting.
- 2) Supports the supervisor in general office tasks relating to the organization of the work of the Purchasing team, including by:
- a) Keeping track of assigned contractual agreements and informing authorized procurement officials and affected users of spend against contracts, durations and expiry dates, contractual rights and obligations, etc;
 - b) Responding or drafting responses to routine correspondence;
 - c) Monitoring and updating the vendor registration database on behalf of the procurement team, ensuring vendors have submitted sufficient and complete information to support registration in UNFCC's vendor database;
 - d) Reviewing, on regular basis, internet and intranet pages and other means of external and internal information on the work of the Purchasing team; updating them in consultation with colleagues responsible for the content;
 - e) Assisting in other activities, such as obtaining vendor registration forms and outreach activities, procurement planning, internal and external meetings, etc., as required.
- 3) Performs any other duties as required to meet the mandate, goals and objectives of the Unit, the Programme and the secretariat.

Essential Requirements

(Only candidates who meet the requirements stated below will be considered.)

Education: Completed secondary education, or certificate/diploma in vocational training in area of business administration. Course/specialized training in procurement is highly desirable.

Experience: A minimum of five (5) years of progressively responsible experience in procurement, contract management or related area. Experience gained in an international environment desirable.

Specific professional knowledge and job related skills:

- Chartered Institute of Purchasing and Supply (CIPS) Level 1 certification an asset.
- Knowledge of UN procurement rules and regulations is an asset.
- Fully proficient computer skills including use of Microsoft Office Products, Internet, and other relevant software applications.
- Ability to communicate effectively in a clear and concise manner.

Language requirements: Fluency in English (both oral and written) required. Working knowledge of German highly desirable. Knowledge of another UN official language is an asset.

Expected competencies

Professionalism: Very good understanding of the functions of the post

Communication: Very good communication skills (spoken and written), including ability to draft and edit standard correspondence

Planning & Organizing: Very good organizational skills and the ability to handle work in an efficient and timely manner. Ability to set and meet priorities

Client (service) oriented: Proven service-oriented approach to tasks

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment

Technological awareness: Fully proficient computer skills and use of software such as Word (including document formatting), Excel and PowerPoint, internal databases and other relevant software applications

Commitment to Continuous learning: Proactive and mature attitude towards self-development.

To apply

Candidates whose qualifications and experience match the requirements for this position, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

- 1. This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.**
- 2. 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.**