



VACANCY ANNOUNCEMENT

Associate Procurement Officer, P-2
AS/HR/ICT Division,
Administrative Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 August 2022 23:59 hrs CET	VA 22/050/AS/HR/ICT	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 13 July 2022, Post number: 31044020 Funding:62ZRB/16809

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The position is located in the Procurement team in the Procurement, Travel and General Services unit of the AS/HR/ICT division. The Procurement team is accountable for supporting the divisions in the procurement of goods and services that are cost-efficient, of high quality and environmentally and socially sustainable. The team also assists divisions in the management of contracts for the delivery of goods and services required by the secretariat to fulfil its mandates and work programme.

Reporting to Procurement Officer, you will be responsible for the effective and efficient management of contracts for goods, services and works through all stages of the contract life cycle and in full compliance with the UN financial regulations and rules. You will also lead the establishment of new Long-Term Agreements and contracts through formal solicitations of higher complexity.

Your responsibilities

Within delegated authority, you will be responsible for the following duties:

- A. With regard to managing the secretariat's portfolio of procurement contracts:
1. Provides advice to Technical specialists and Procurement Assistant in the development of Statement of Works (SOW) and Terms of Reference (TOR) to ensure they contain sufficient details for clear understanding of requirements and to ensure they are performance based.
 2. Leads in the development of contracts terms and conditions and prepare contract for issue with solicitation documents to ensure the contract contains provisions that hold the contractor accountable for producing desired results.
 3. Provides advice to the Procurement Officer in the negotiation stage of the solicitation processes.
 4. Prepares the contract for issuance to suppliers, and obtains appropriate signatures once the procurement award is approved.
 5. Identifies potential risks and issues, then develops solution/risk mitigation criteria in conjunction with requisitioner(s).



6. Develops a quality assurance plan to provide a systematic, structured method to monitor and analyze contract performance against agreed benchmarks and through agreed reporting mechanisms in coordination with the project manager.
 7. Prepares a contract summary for issuance to the relevant internal stakeholders to ensure full understanding of the requirements and responsibilities of the contract and the reporting requirements. The summary is to also include a contract implementation and compliance checklist.
 8. Coordinates the pre-contract start meeting with all relevant stakeholders to ensure full understanding of the requirements, responsibilities, reporting and timing of the contract.
 9. Ensures that the implementation of the terms and conditions of the signed contracts are effectively carried out by both parties with the aim to achieve proper performance of obligations by both parties.
 10. Assists the Procurement Assistant(s) and/or requisitioner with the evaluation of the Vendor's performance against the agreed performance measurement criteria.
 11. Provides advice to internal stakeholders and contractors on interpretation of the contract.
 12. Advises the Procurement Assistant(s) and/or requisitioner of options for remedial actions in cases of conflicts/problems arising in case of poor performance or non-compliance with contractual obligations, negotiate remedies with the contractor and escalates problems as necessary towards the resolution within the terms and conditions of the contract.
 13. Prepares and processes contract amendments and contract terminations as required in accordance with UNFCCC policies and procedures.
 14. Develops and manages a Contract Management Plan to ensure; all contract conditions are met during mobilization, verification of insurance and goods procured, evaluation of subcontractor's personnel qualifications, monitoring delivery of contractual terms, certification of reports and contract renewal/new contract procurement is initiated well in advance of needs. The plan is also to include the schedule, methods, aims and monitoring of communication with stakeholders.
 15. Identifies, documents and disseminates best practices and lessons learned and performs final contractor performance assessment.
 16. Develops the process map and internal Standards Operations Procedures (SOPs) on contract management.
 17. Maintains electronic files for all contracts, related contract documentation and correspondence.
- B. In the area of informal procurement activities and formal tenders:
1. Plans procurement actions for assigned projects, which typically involve the procurement of a select group of technically complex commodities or services, or for a variety of goods and services of a general nature.
 2. Reviews and analyzes technical specifications to ensure completeness, accuracy and competitive qualities, and identifies optional courses of action.
 3. Assists staff in matters regarding procurement policies and procedures, technical specifications, pricing and product/service availability, as well as appropriate substitutes or alternative options to reduce costs.
 4. Develops vendor pre-qualifying criteria, identifies product sources and evaluates vendor performance as regards quality, prices, delivery, equipment, etc.
 5. Solicits and evaluates bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.



6. Compiles and presents procurement data; prepares all relevant supporting documents and recommends approval of the contract or purchase order; may authorize purchases in line with delegated authority, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
7. Coordinates timely delivery of goods and services.
8. Participates in the market and supplier research.
9. Prepares a variety of reports, correspondence, and documents (e.g. purchase orders, contracts and amendments) on procurement-related matters.

C. Performs any other duties as required to meet the mandate, goals and objectives of the Unit, the Division and the secretariat.

Competencies:

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Your qualifications

Educational Background:

Required: An advanced university degree (Master's degree or equivalent degree) in business administration, public administration, commerce, engineering, law or a related field. A first level university degree, in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Completion of at least CIPS level 3 or equivalent.

Experience:

Required: A minimum of two years of progressively responsible experience in procurement, contract management, administration or related area.

Language skills:

Required: English and French are the working languages of the United Nations. For the position advertised, fluency in English is required. Knowledge of another UN official language and German is an advantage.



What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. Service is limited to the UNFCCC secretariat.
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.
3. Indicative net annual salary and allowances:
US\$ 49,254 to US\$ 56,064
(plus variable post adjustment, currently 24.4% of net salary),
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
