

Vacancy No:	VA/UNSSC/028/2024
Post Title:	Associate Contracts and Procurement Officer, P2
Organizational Unit:	Integrated Business Centre
Duty Station:	Turin, Italy
Duration:	364 days (Temporary Appointment)
Deadline for applications:	21 December 2024

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Organizational Context:

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

The United Nations System Staff College operates through two distinct but inter-dependent departments: 1) Learning and Knowledge Services (LKS), and 2) Integrated Business Services (IBC). The IBC adds value to the relationship between UNSSC, its clients and donors through integrated support to UNSSC's Directorate and programmes in a manner that optimizes quality and agility of services; facilitates compliance with UN rules and regulations; leverages business insight and service opportunities; while making use of innovative technologies to increase efficiency and impact, thus contributing to positioning UNSSC as a centre of excellence and top provider of learning services for UN personnel within the UN system.

Responsibilities

Under the supervision of the Deputy Director - IBC, The Associate Contracts and Procurement Officer will coordinate and when due undertake the procurement processes for the UNSSC. He/she will provide solutions to a wide spectrum of complex issues related to both contract management and procurement. S/he will promote a collaborative, client-focused, quality and results-oriented approach consistent with UNSSC rules and regulations. S/he will provide accurate and timely contract management and procurement-related information to guide UNSSC procurement practice and project managers and will supervise junior and/or administrative procurement and contract management personnel as needed. The Associate Contracts and Procurement Officer will also organize regular training sessions for UNSSC procurement practice teams on procurement-related matters and share lessons learned and best practices.

Specific responsibilities include:

Ensuring effective organization and implementation of procurement and contracting processes

- Plan procurement actions for the UNSSC and monitor their implementation.
- Solicit and evaluate RFQs, RFPs or ITBs, IC notices, quotations, bids or proposals, negotiate conditions of contracts in full compliance with UN Financial Rules and Regulations and UNSSC policies procedures
- Review and analyze technical specifications submitted by projects to ensure completeness, accuracy and competitive qualities, and identify optional courses of action. Organize micro-canvassing processes
- Prepare Purchase Orders and contracts in and outside Quantum
- Act as the focal point for the review and closure of Purchase Orders and procurement activities in Quantum
- Prepare submissions to the Local Contract Committee (LCC) and HC Committee on Procurement as needed
- Act as the focal point for collecting and analyzing data trends and patterns, and providing insights through data visualization tools such as graphs, charts, and tables; contribute to data-driven planning, decision-making, presentations, and reporting for auditors
- Implement internal control system to ensure duly preparation and dispatching of Purchase Orders.
- Validate purchase orders, and undertake timely corrective actions on budget check errors and other problems when needed.

- Undertake market research to identify potential suppliers and service providers.
- Coordinate development and update the rosters of consultants, suppliers, implementation of supplier selection and evaluation.
- Maintain data on Rosters and LTAs and take timely actions for the renewals or establishment of new ones.
- Provide advice to UNSSC Personnel on procurement policies and procedures, and in the preparation of Terms of Reference (TORs) for consultants, experts and service providers; provide support in the selection and recruitment of international and local experts, in line with UNSSC policies and procedures.
- Prepare legal templates and documents to manage relationships with counterparts, partners, NGOs, universities, and institutes for program arrangements, in accordance with the applicable UN and UNSSC regulatory framework and in close consultation with the appropriate legal offices.
- Serve as the focal point for communication with suppliers and service providers (both companies and individuals).

Ensuring efficient administration and implementation of the operational strategies

- Oversee the implementation of effective internal controls and ensure the proper functioning of a client-oriented procurement management system in accordance with UNSSC rules, regulations, policies, and strategies
- Prepare proposals and coordinate the implementation of cost saving and reduction strategies in consultation with the IBC and Knowledge Centre management
- Act as the focal point for mapping procurement business processes and elaborating/establishing/updating of internal Standard Operating Procedures (SOPs) in relation to Procurement and contract management activities, ensuring control of procurement workflows among related team members
- Take appropriate actions to ensure full compliance of asset management processes in coordination with the UNSSC asset management focal points.

Facilitating internal capacity development and knowledge sharing

- Deliver trainings for the operations/program staff on procurement-related matters
- Generate tacit knowledge and share best practices in procurement
- Contribute to knowledge networks and communities of practice

Supporting internal coordination and team management

- Take appropriate actions to ensure timely and quality response in support of UNSSC requirements.
- Supervise junior procurement and contract management personnel.

The incumbent performs other duties within functional profile as assigned and deemed necessary for the efficient functioning of the office and the Organization.

The Associate Contracts and Procurement Officer will supervise more junior and/or administrative procurement and contract management personnel within the IBC.

Qualifications required

Education

Advanced university degree (master's degree or equivalent) in Law, Supply Chain Management, Business Administration, Economics, or other related area is required.

Work Experience

- Minimum 2 years of experience in organizing and implementing procurement and/or contracting processes in the UN system is required.
- Professional Certification in public procurement (CIPS Level III or IV equivalent) is required.
- Advanced knowledge of the office software packages (MS Word, Excel, etc), web-based management systems and ERPs is required.
- Hands-on experience in initiating and managing procurement processes in Quantum, or comparable ERP systems is required.
- Practical experience in undertaking complex procurement processes (RFQ/RFP/ITB) is desirable.
- Practical experience in setting and managing Rosters and LTAs is desirable.
- Experience in supervising junior and/or administrative operational staff is desirable.

- Previous experience in supporting global initiatives with multi-stakeholder engagement is a strong asset.
- Previous work experience in global virtual teams is a distinct advantage.

Language and other skills

- Fluency in oral and written English is required. Fluency in Italian is a strong asset.
- Working knowledge of another UN language (Arabic, Chinese, French, Russian or Spanish) is an advantage.
- Excellent analytical and coordination skills, client-orientation and demonstrated ability to prioritize and deliver on the assigned tasks.

Competencies

Professionalism: Knowledge of strategic sourcing concepts, principles and methods, and ability to apply this to strategic and/or practical situations; knowledge of supplier management concepts, principles and methods, and ability to apply this to strategic and/or practical situations; Knowledge of contract management concepts, principles and methods, and ability to apply this to strategic and/or practical situations; ability to persevere and deal with multiple sources of pressure simultaneously.

Planning & Organizing: Plan, organize, prioritize, and control resources, procedures and protocols to achieve specific goals; develop effective strategies and prioritized plans in line with UNSSC's objectives, based on the systemic analysis of challenges, potential risks and opportunities; link the vision to reality on the ground, and create tangible solutions; scale up solutions and simplify processes, balance speed and accuracy in doing work; identify and organize action around mitigating and proactively managing risks.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects;

meets timeline for delivery of products or services to client.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Creativity: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking; adapt processes/approaches to new situations.

Commitment to Continuous Learning: Go outside comfort zone, learn from others and support their learning.

Teamwork: involves others in change process; Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships; facilitate conversations to bridge differences, considers in decision making; animates individuals and communities of contributors to participate and share, particularly externally

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and

Please apply through the online application form available at:

<https://www.unssc.org/about/employment-opportunities>