

Vacancy No:	VA/UNSSC/008/2025
Post Title:	Procurement Assistant, G5
Organizational Unit:	Integrated Business Centre
Duty Station:	Turin, Italy
Duration:	1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications:	23 April 2025

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.

Established by the UN General Assembly in 2002, 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 direct supervision of the Deputy Director, IBC and the overall guidance of the Associate Contracts and Procurement Officer, the Procurement Assistant will provide procurement, logistical, and administrative support to facilitate the acquisition of goods and services for UNSSC operations.

Key responsibilities include:

1. Procurement Process Support

- Assist in preparing and processing procurement actions (Requests for Quotations, Invitations to Bid, Requests for Proposals, and purchase orders).
- Review and verify requisitions for goods and services and ensure completeness and compliance with UNSSC procurement guidelines.
- Maintain contact with vendors, ensuring timely delivery of goods/services and resolving any supply chain issues.
- Support contract management processes, ensuring vendors comply with contractual obligations.
- Maintain accurate procurement records in Quantum ERP, ensuring data integrity.

2. Vendor and Contract Administration

- Support vendor registration and maintain an updated supplier database.
- Assist in the evaluation of bids, quotations, and proposals, ensuring cost-effectiveness and compliance with UN procurement principles.
- Monitor Long-Term Agreements (LTAs) and take timely actions for renewals or establishment of new agreements.
- Liaise with suppliers and service providers regarding contract administration and performance.

3. Compliance and Documentation

- Ensure procurement transactions comply with UN Financial Regulations and Rules.
- Prepare documentation for Local Contracts Committee (LCC) and review purchase orders and contracts for final approval.

- Assist in drafting standard procurement templates, contracts, and Terms of Reference (TORs) in coordination with procurement officers.

4. Logistics and Administrative Support

- Monitor and track the shipment and delivery of goods, coordinating logistics as necessary.
- Verify receipt and inspection of goods and services, ensuring compliance with purchase agreements.
- Work in close collaboration with the UNSSC Administration and Facility Management Assistant to coordinate the disposal of obsolete equipment and assist in asset management processes.

5. Data Management and Reporting

- Maintain procurement records and generate periodic reports on procurement activities for management review.
- Assist in analyzing procurement data, trends, and patterns using data visualization tools (charts, graphs).
- Contribute to procurement audits and provide necessary documentation for financial reviews.

6. Knowledge Sharing and Training

- Support capacity-building activities by support training sessions on procurement procedures to colleagues.
- Share lessons learned and best practices to improve procurement efficiency at UNSSC.

Education

- Completion of high school diploma or equivalent is required.
- Additional training or certification in procurement, contract management, or supply chain management is desirable.

Experience:

- At least 5 years of progressively responsible experience in procurement, supply chain, logistics, or administrative services.
- Experience working in an international organization, NGO, or UN agency is desirable.
- Experience working with Quantum ERP or other enterprise resource planning systems is desirable.
- Experience in data analysis and procurement reporting is desirable.

Languages

Good communication skills (written and oral) in English are required; working knowledge of another UN language, as well as Italian, is an advantage.

Other Skills

- Ability to convert complex and abstract ideas into simple visual concepts
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds

Competencies

Professionalism: Knowledge of procurement policies, processes and procedures generally and, in particular, those related to the purchase of supplies and services. Knowledge of financial rules and regulations and ability to research and gather information from a variety of standard sources and to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Able to perform analysis, modeling and interpretation of data in support of decision-making.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work;

foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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.

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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

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>