

Vacancy No:	VA/UNSSC/002/2026
Post Title:	Procurement and Agreements Officer, P3
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:	18 April 2026

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 direct supervision of the Deputy Director – Integrated Business Centre (IBC), the Procurement and Agreements Officer supports and coordinates procurement, contract administration and agreements management activities for UNSSC programmes and operations. The incumbent applies UN financial, procurement and contractual frameworks in accordance with established policies and procedures and provides technical advice to programme managers and senior management on procurement strategies, contractual arrangements and partnership agreements. Contractual and procedural advice is provided in coordination with relevant stakeholders; formal legal opinions are provided by the competent legal offices, as required.

Specific responsibilities include:

Ensuring effective organization and implementation of procurement and contracting processes

- Plan, develop and manage all procurement and related contractual actions for the UNSSC, supporting the effective implementation of procurement processes in compliance with applicable rules and procedures.
- Coordinates solicitation processes (RFQs, RFPs, ITBs), including evaluation methodologies and negotiation of contractual terms, in full compliance with UN Financial Rules and Regulations and the UNSSC Procurement Framework.
- Review and assess technical specifications submitted by requisitioners to ensure completeness, competitiveness, and alignment with procurement objectives, and recommend appropriate procurement modalities.
- Perform quality assurance and control of procurement actions in Quantum, including review, reconciliation and closure of procurement cases.
- Serve as Secretary of the Local Contracts Committee (LCC), including preparation of agendas and supporting documentation, accurate recording of deliberations and recommendations, and systematic follow-up on Committee decisions.
- Prepare and coordinate submissions to (LCC) and/or Headquarters Committee on Contracts (HCC), ensuring the completeness, accuracy and compliance of documentation submitted for approval.
- Monitor the analysis of procurement and contracting data to identify trends, risks and performance gaps, and contribute to evidence-based planning, management reporting and audit processes.

- Validate Purchase Orders, and ensure timely corrective actions in response to budget check errors, or compliance issues.
- Conduct market analysis and provide advisory input on sourcing strategies and supplier selection, including for specialized and partnership-related procurement requirements.
- Monitor adherence to contractual obligations, coordinate the review, negotiation and revision of contract amendments and extensions, including Long Term Agreements (LTAs), and advise stakeholders on contractual rights, obligations and associated risks.
- 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.
- Draft and maintain contractual and agreement templates to manage relationships with external parties, 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

- Draft and update Procurement policies and procedures, ensuring alignment with UNSSC objectives and best practices.
- Monitor 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
- Identify opportunities to improve cost-saving and efficiency in procurement processes and contractual arrangements, and coordinate their implementation in consultation with UNSSC Senior Management.
- Act as focal point for the review, development and periodic update of procurement, contract administration and agreements-related Standard Operating Procedures (SOPs), ensuring institutional consistency, effective internal controls and continuous process improvement.
- Coordinate with UNSSC asset management focal points to ensure compliance of asset-related processes arising from procurement and contractual actions.

Ensuring effective management and revision of inter-agency and partnership agreements

- Facilitate the review, revision and administration of inter-agency agreements, Memoranda of Understanding (MoUs) and partnership agreements with UN entities, public institutions, academia and other external partners, ensuring compliance with UN and UNSSC regulatory frameworks.
- Provide technical advice to programme managers and senior management on contractual modalities, roles and responsibilities, cost-sharing arrangements, risk exposure and implementation implications of agreements.
- Draft, revise and standardize agreement templates and related contractual documents in close coordination with legal, finance and programme counterparts, ensuring institutional consistency and risk mitigation.
- Coordinate internal clearance processes for agreements, including consultations with legal offices, finance, and other relevant stakeholders, and ensure timely conclusion and amendment of agreements.
- Monitor the implementation of agreements and recommend appropriate actions, as required, with UNSSC's legal, financial and reputational interests in mind.

Facilitating internal coordination, capacity development and knowledge sharing

- Contribute to knowledge sharing initiatives and training for operations and programme staff on procurement, contract management and partnership agreement processes.
- Promote knowledge sharing and dissemination of best practices in procurement, contract management and agreements administration, and contribute to relevant knowledge networks and communities of practice.
- Ensure timely, high-quality operational support in response to UNSSC requirements through effective internal coordination and prioritization.
- Supervise and provide technical guidance to junior and/or administrative procurement, contract management and agreements-related personnel, supporting professional development and performance improvement.

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

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 five (5) years of progressively responsible experience in procurement, contract administration and/or management of institutional agreements within the UN system or a comparable international organization is required.
- Professional certification in supply chain such as Chartered Institute of Purchasing and Supply certification (CIPS Level 4) or 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 procurement processes (RFQ/RFP/ITB) is required.
- 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.
- 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 operational situations involving procurement and contractual arrangements; 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

Please apply through the online application form available at:

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