

United Nations Mechanism for International Criminal Tribunals

Procurement Assistant, FS-5 MICT-Arusha

| | | |
|---------------------------|---|-------------------------------|
| DEADLINE FOR APPLICATIONS | : | 18 October 2017 |
| DATE OF ISSUANCE | : | 19 September 2017 |
| OFFICE | : | Registry/Administration |
| LOCATION | : | Arusha |
| JOB OPENING NUMBER | : | 17-PRO-RMT-85720-R-ARUSHA (R) |

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in the Administrative Section, Registry, of the MICT Arusha branch. Within delegated authority, under the direction of the Administrative Officer, the Associate Procurement Officer (Arusha) and the Chief of Procurement (The Hague) the Procurement Assistant will have the following responsibilities:

Responsibilities:

- the incumbent reviews, records and prioritizes purchasing requests and obtains additional information/ documentation as required; provides assistance to requisitioners in preparing scope of work and specifications of goods and services; proposes product substitutions consistent with requirements to achieve cost savings
- Researches the market; recommends potential sources of new procurement; interviews potential suppliers and contractors; proposes new companies for approval by the supervisor for inclusion in the registered vendors list.
- Produces tender documents (e.g., Invitation to Bids, Requests for Proposals and Requests for Quotations) based on the nature of the requirements and cost of procurement involved.
- Prepares abstracts of offers and compiles data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible with due consideration to quality, delivery time, prompt payment and other discounts, transportation costs, etc.
- Finalizes purchase orders and contracts for approval by the Procurement Officer; authorizes purchases in line with delegated signature authority, and, if required, prepares submission to the Contracts Committee for review and subsequent approval by the authorized official; participates in LCC meetings and provides relevant explanations and details to the committee.
- Reviews technical evaluations received from requisitioning offices and advises on the selection of the vendor/bid/offer in accordance with related established financial rules and regulations for submission to respective awarding authority.
- Maintains relevant internal databases and files; keeps track of any contractual agreements, direct provisioning contracts, etc. and informs affected users of contractual rights and obligations.
- Performs other duties as required.

Core Competencies:

- **Professionalism:** Knowledge of internationally recognized procurement standards and understanding of procurement techniques and practices in use within international public and private institutions. Ability to conduct research and analyze data and information to develop recommendations on procurement contracts awards. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
 - **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.
 - **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.
-

United Nations Mechanism for International Criminal Tribunals

QUALIFICATIONS

Education:

High school diploma or equivalent. Technical or vocational certificate in procurement or a related field is a requirement.

Work Experience:

Minimum of eight (8) years of experience in the field of procurement including at least 4 years of United Nations experience.

Languages:

The working languages of the UN are English and French. For this post, fluency in English is required. Working knowledge of French is desirable. Knowledge of another UN official language or Kiswahili is an advantage.

Assessment Method:

There may be a technical test followed by a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism for International Criminal Tribunals. **Appointment of the successful candidate to this position will be subject to budgetary approval.** Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism for International Criminal Tribunals is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
