



*The ITU is a world-wide organization which brings governments and industry together to coordinate the establishment and operation of global telecommunication networks and services; it is responsible for standardization, coordination and development of international telecommunications including radiocommunications, as well as the harmonization of national policies.*

*ITU adopts International Regulations and treaties governing all terrestrial and space uses of the frequency spectrum as well as the use of all satellite orbits which serve as a framework for national legislations; it develops standards to foster the interconnection of telecommunication systems on a worldwide scale regardless of the type of technology used; it also fosters the development of telecommunications in developing countries.*

*The ITU organizes worldwide and regional exhibitions and forums bringing together the most influential representatives of government and the telecommunications industry to exchange ideas, knowledge and technology for the benefit of the global community, and in particular the developing world.*

## VACANCY NOTICE No. P4-2010

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| <b>Date of issue:</b> 1 February 2010<br><b>Deadline for applications:</b> 1 April 2010 | <b>Applications from women are encouraged</b>              |
| <b>Functions:</b> Procurement Officer   | <b>Post number:</b> AF07/P2/416                            |
| <b>Type of appointment*:</b> Fixed-Term for two years                                   | <b>Date of entry:</b> As soon as possible                  |
| <b>Grade:</b> P.2   | <b>Duty station:</b> ITU Headquarters, Geneva, Switzerland |

### General Secretariat

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

### Organizational Unit

Within the General Secretariat, the Administration and Finance Department advises the Secretary General on human and financial resources management, procurement, security and building services. It manages ITU's resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. Efficiently manages the human capital of the Union; creates a stimulating and supportive work environment and encourages organizational creativity and performance measurement based on results. The Administration and Finance Department also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial and budgetary matters, with a goal to strengthen ITU's financial system.

### Duties / Responsibilities

In the Administration and Finance Department, under the supervision of the Head, Procurement Division, the incumbent is responsible for effective delivery of procurement services in order to obtain the best value for money. In close collaboration with the ITU managers, he/she:

- Plans and conducts procurement activities related to worldwide procurement of diverse services and commodities; receives, reviews and analyzes the request for services ensuring completeness of specifications, clarity and

\* The type and duration of appointment for internal candidates will depend on their contractual status.

conformity with the ITU's rules and regulations requesting additional information from requestors and modifying when necessary.

- Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance during the procurement cycle, including advice on technical specifications.
- In collaboration with the requesting unit, prepares/oversees preparation and distribution of invitations to tender. Identifies qualified bidders to be invited to submit proposals, provides clarifications to allow them to correctly understand the procedural requirements and coordinates site visits when required. Manages/conducts all aspects of bid/proposal evaluations.
- Reviews and evaluates commercial, administrative and contractual parts of the bids ensuring that they fully comply with the requirements and prepares evaluation reports including contracts award recommendations. Makes submission to the Contract Committee seeking approval to award contracts.
- Participates in negotiations, up to the signature stage, to achieve the most effective contribution from contractors and the most favorable conditions in contracts; prepares and issues purchase orders; drafts contracts, administrative agreements and amendments for services. Reviews requests for variation orders and makes recommendations to prevent/minimize delays/disputes in contract implementation.
- Monitors the implementation schedule ensuring that the work described has been performed, the material supplied or the services rendered maintaining contact with requestors and proposing appropriate action to the Chief when disputes arise. Analyzes and evaluates contractor's performance as regards quality, price, delivery time and equipment in respect to organization's requirements.
- Monitors the payment schedules, controls invoices and issues timely payment instructions.
- Answers general internal and external inquiries, providing advice and information to staff, consultants and regional officers.
- Follows developments in the market, establishing contact with potential suppliers/contractors, ordering relevant publications and managing the Rosters; prepares correspondence of a general nature with the Secretariat of the HLCM-Procurement Network, UNDP and other UN Agencies and NGOs and ensures filing of complete documentation.
- Prepares statistical reports and management presentations on procurement activity.
- May be asked to travel in order to participate in negotiations and to replace the Head of the Division when absent. Performs other duties as requested.

### **Qualifications required**

- University degree in business or public administration, commercial law, economics or a related field OR education in a reputed college of advanced education with a diploma of equivalent standard to that of a university degree in one of the above-mentioned fields. A qualifying combination of education, university training and experience may be considered in lieu of a university degree in the case where no suitable candidate with a degree is identified.
- At least two years of relevant experience in procurement operations and/or contract management including some experience in the negotiation of contracts, preferably in an international, commercial or legal organization. Some experience in all phases of international procurement operation for ICT goods and services (hardware and software) and goods and services for development projects.
- Excellent knowledge of one of the six official languages of the ITU (Arabic, Chinese, English, French, Russian, Spanish) and very good knowledge of English or French. Knowledge of a third language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries.)

### **Competencies**

- Excellent planning and organizational skills allocating appropriate time and resources to complete the work, allowing for contingencies.
- Very good negotiation skills in order to conclude agreements.
- Ability to work efficiently and effectively under pressure. Tact, discretion and ability to treat information confidentially are essential.
- Very good drafting and communication skills, both written and oral including the ability to communicate effectively with diverse audiences on procurement-related matters and to prepare a variety of documents, contracts, reports, etc. in a clear, concise style.
- Good computer skills including proficiency in procurement applications in ERP systems, spreadsheet, database management and Internet applications.

- Good interpersonal skills and ability to establish and maintain good working relations in a multi-cultural environment with sensitivity and respect for diversity.

#### **Conditions of employment**

The ITU offers an attractive remuneration package including:

- an annual net base salary (subject to mandatory deductions for pension contributions and health insurance) and a variable post adjustment for a total of US \$ 85,646 to US \$ 110,332 (with dependents) or US \$ 80,333 to US \$ 102,894 (without dependent), 30 days of annual vacation and;
- subject to eligibility: dependency benefits, education grant, rental subsidy, relocation and repatriation expense; home leave.

For further information concerning the Conditions of Employment please click the following [link](#)

#### **How to apply**

External applicants are requested submit their application with a completed ITU Personal History Form ([PHF](#)), available on the ITU Web Site, to the Human Resources Policies Division. **Any application submitted without the ITU PHF will not be considered.**

#### **Additional Information**

- In accordance with Resolution 48 (Rev. Antalya, 2006) adopted by the Plenipotentiary Conference:
  - In choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are insufficiently represented in the staffing of the Union.
  - Recruitment can take place at one grade lower when no candidate fulfils all the qualification requirements.
- In accordance with Resolution 1187 approved by the Council 2001, Member States and Sector Members are encouraged to suggest appropriately qualified women candidates for ITU staff positions, especially at Professional and higher levels.
- Applications from outside may be submitted through an Administration or directly to the Union on the understanding that the Secretary-General would in such cases normally consult with the Administrations of the nationals involved before making a final selection.
- Spouses and unmarried children of the family of International Civil Servants have access to the Swiss employment market under conditions stipulated by the competent Swiss authorities.
- **The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. Only applicants who are expected to complete a term of appointment will normally be considered.**

**APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION**



**The ITU is a smoke-free environment**