



General Secretariat (GS)

Geneva, 18 August 2017

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 37

Subject: **Vacancy Notice No. 37P-2017/SG-FRMD/EXTERNAL/P4**

Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

I would be grateful if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 18/10/17 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... 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 under-represented in the staffing of the Union, taking into account the desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 37P-2017/SG-FRMD/EXTERNAL/P4**



ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

VACANCY NOTICE N° 37P-2017/SG-FRMD/EXTERNAL/P4

Date of Issue: 18 August 2017

Currently accepting applications

Applications from women are encouraged

Functions: Senior Procurement Officer

Post Number: FI04/P4/472

Deadline for Applications (23.59 Geneva CH) : 18 October 2017

Duration of Contract: 2 years with possibility of renewal for 2 additional years

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P4

Organ:

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 Bureau 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.

Organization Unit:

Within the General Secretariat, the Financial Resources Management Department (FRMD) advises the Secretary General on financial resources management, accounting issues and procurement. It manages ITU's financial resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial, budgetary and procurement matters, with a goal to strengthen ITU's financial system.

Duties / Responsibilities

In the Financial Resources Management Department, under the supervision of the Head, Procurement Division, and within limits of delegated authority, the Senior Procurement Officer is responsible for the following duties, in particular in relation to the construction of the new ITU HQ building:

- Support and act as focal point for special projects, by coordinating procurement activities related to the projects, providing specialized advice and guidance to ITU staff and experts at all stage of the processes and ensuring the correct application of administrative policies, principles, procedures and rules governing ITU procurement.
- Plan, develop, manage, conduct and supervise procurement activities and projects of very high complexity related to worldwide procurement of diverse services and commodities; provide specialized advice and supervise lower level procurement staff as required.
- Recommend innovative solutions to resolve issues/conflicts for complex procurement requests.
- Recommend to the supervisor improvement of procurement procedures and internal controls as required.
- Provide specialized advice to requesting units and recipient entities and to the Head of Procurement on the full range of procurement issues of the Division, as well as providing support and guidance at all stages of the procurement cycle.
- Prepare/oversee, with the requesting unit, preparation and distribution of invitations to tender. Identify qualified bidders to be invited to submit proposals and provide clarifications to allow them to correctly understand the procedural requirements. Manage/conduct all aspects of bid/proposal evaluations.
- Negotiate with vendors as required, sign procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized limit, submit to the authorized official for signature.
- Oversee adherence to contractual agreements, recommends amendments and extensions of contracts and advise concerned parties on contractual rights and obligations. Monitor the payment schedules, control the invoices and issue timely payment instructions.
- Conduct market research to keep abreast of market developments, research and analyze statistical data and market reports. Establish contact with potential suppliers, ordering relevant publications and managing the Rosters.
- Evaluate and recommend potential supply sources and participate in the incorporation of research results into the procurement program.
- Prepare a variety of procurement-related documents, reports, communications, guidelines, instructions, etc.; prepare draft contracts and other agreements related to the Union's procurement activities.
- Participate in inter-agency meetings on matters related to procurement as requested and required.
- Perform any other related duties that may be assigned by the supervisor.

Competencies:

- Expertise in the procurement of complex construction contracts. Substantive experience in all phases of international procurement operations for a diverse range of goods and services. Expertise in handling complex contract issues and strong analytical skills.

- Knowledge of methods, techniques and principles of procurement, of negotiating techniques to obtain best-value contract and to participate in the selection of the candidate contractors.
- Ability to guide and supervise staff, to establish priorities and to plan, coordinate and monitor work plans, fill competing demands and work to tight deadlines. Ability to assume high level responsibility.
- Sound judgement in applying technical expertise to resolve a range of issues/problems.
- Ability to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines.
- Proven ability to write in a clear and concise manner and to communicate effectively, to prepare reports and conduct presentations, formulating positions on issues.
- Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse audiences on procurement-related matters and prepare a variety of written documents, contracts, reports, etc. in a clear, concise style. Good computer skills, including proficiency in procurement computer systems, spreadsheet, database management and Internet applications.
- Very good interpersonal skills and ability to establish and maintain effective working relations with officials in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications required

Education:

Advanced university degree in Engineering, Architecture or a related field OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least seven years of progressively responsible professional experience in procurement and/or engineering of which at least two shall be in the field of procurement, including at least three at the international level. Professional expertise at the senior level in the area of procurement of construction projects is required. Procurement experience of large-scale construction projects and management of contractor performance under construction contracts is required.

Professional qualifications (in civil engineering, architecture, quantity surveyor or equivalent) is desirable. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official 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: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Additional Information:

Salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 70,647 + post adjustment \$ 61,463

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment