



General Secretariat (GS)

Geneva, 16 June 2015

E-mail: erecruit@itu.int

To the Director-General

Circular letter No. 23

Subject: **Vacancy Notice No. 9P-2015/SG-FRMD/EXTERNAL/P5**

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 17/08/15 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. 9P-2015/SG-FRMD/EXTERNAL/P5**



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° 9P-2015/SG-FRMD/EXTERNAL/P5

Date of Issue: 16 June 2015

Applications from women are encouraged

Functions: Head, Procurement Division

Post Number: FI04/P5/401

Deadline for Applications (23.59 Geneva CH) : 17 August 2015 **Duration of Contract:** 2 years, with possibility of renewal for two additional years

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P5

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

Under the direction of the Chief of the Financial Resources Management Department (FRMD), the Head of the Procurement Division, is responsible for all aspects of procurement activities of the ITU (excluding Special Service Agreement, mission travel and library procurement), acts as principal adviser on the related policies and procedures and their application. He/she performs the following duties:

- Plans, organizes and directs ITU procurement activities and provides support, advice, instructions and guidance to ITU staff and experts at all stage of the process. Organizes the work of the service and supervises staff to ensure the work is carried out promptly and efficiently. Ensures the correct application of administrative policy, principles, rules and regulations governing ITU procurement.
- Develops and maintains evaluation criteria and procedures to ensure that standards and agreed quality of purchased goods and

services are maintained; reviews, develops, recommends and implements improved operating procedures and controls as required.

- Analyses and processes requests and advises on related issues. Ensures funds are confirmed and selects appropriate procurement methods to successfully obtain goods and services to meet ITU needs. With the assistance of the requesting service, prepares and/or oversees the preparation of the tender documents.
- With the assistance of all parties concerned, prepares the list of potential qualified bidders to be invited to submit bids or proposals. Manages/conducts all aspects of bid/proposal evaluations. Ensures preparation of required documentation to be submitted to the appropriate committee.
- With the assistance of the requesting service, initiates, conducts or co-ordinates all phases of negotiations with suppliers for commercial aspects. Prepares contracts and other agreements related to the Union's procurement activities and submits them to the Legal Affairs Unit for review and approval. Signs purchase orders and contracts up to the authorized limit. Provides assistance to the requesting service in monitoring the implementation of the contract. Oversees the checking of suppliers' invoices and ensures that timely payment instructions to Accounts Division are issued.
- Provides general information to suppliers on commercial, legal and regulatory conditions and requirements. In collaboration with the relevant service, evaluates suppliers' performance ensuring appropriate records are maintained.
- Intervenes, in collaboration with the requesting service, the supplier or other concerned parties when delays or other problems arise with shipping or customs clearance of order.
- Analyzes auditors' performance reports on procurement activities, investigates matters raised in their observations/reports; prepares replies and provides/initiates remedial actions where required.
- Consults in a timely manner the Legal Affairs Unit and any other ITU staff concerned, when contract implementation is not in accordance with contractual terms. In particular, draws the attention of the Legal Affairs Unit to potential disputes and participates actively in their settlement.
- For technical cooperation and assistance projects, maintains inventory lists and ensures timely transfer of property to appropriate authorities/bodies. Liaises with representatives of delegations and Permanent Missions to the UN as appropriate on various aspects concerning procurement activities.
- Researches and investigates new sources of suppliers and decides on their inclusion on the relevant rosters. Establishes and maintains appropriate business relations with suppliers.
- Represents the ITU in inter-organization meetings on matters relating to procurement.
- Monitors the effectiveness of automated systems that support the service activities. Recommends improvements to the systems and ensures appropriate implementation. Ensures establishment and maintenance of databases and statistics concerning suppliers.
- Prepares various reports and briefing notes on related issues and performs any other duties assigned to him/her in the field of his/her specialty and performs other related duties as required.

Qualifications required

Education:

Advanced university degree in law, business administration, economics or telecommunications 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 fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible and relevant experience in supervising procurement operations and/or contract management, negotiation and settlement of disputes, including at least five at the international level. 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.)

Competencies:

- Knowledge of the work of the ITU would be an advantage.
- 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 judgment in applying technical expertise to resolve a range of issues/problems.
- Proven ability to write in a clear and concise manner and to communicate effectively, to prepare reports and conduct presentations, formulating positions on issues.
- Good computer skills and experience of integrated procurement computer systems.
- Ability to initiate and maintain good working relations with officials at all levels. Proven ability to negotiate efficiently and to exercise independent judgment.

Remuneration

Annual Salary: (Net of Tax)

158,016.- USD - 191,772.- USD without dependants

170,091.- USD - 208,466.- USD with dependants

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



ITU is a smoke-free environment