



General Secretariat (GS)

Geneva, 29 June 2022

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25

Subject: **Vacancy Notice No. 699P-2022/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 women candidates to apply for the above position not later than 29/08/2022 on ITU web site:

<https://jobs.itu.int/go/View-all-categories/8942455/>

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, 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 balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO
Secretary-General

Annexes: **Vacancy Notice No. 699P-2022/SG-FRMD/EXTERNAL/P4**

Job Title: Senior Procurement Officer

INTERNATIONAL TELECOMMUNICATION UNION

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.

Senior Procurement Officer

Vacancy notice no: 699

Sector: SG

Department: FRMD

Country of contract: Switzerland

Duty station: Geneva

Position number: FI04/P4/472

Grade: P4

Type of contract: Fixed-term

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

Recruitment open to: External

Application deadline (Midnight Geneva Time): 29 August 2022

ORGANIZATIONAL UNIT

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.

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 AND 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:

- 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 highly complex procurement activities and projects related to the global procurement of diverse services and commodities; supervise procurement staff as required.
- Recommend innovative solutions to resolve issues/conflicts for complex and wide-reaching procurement requests.
- Recommend improvements to procurement procedures and internal controls and coordinate the subsequent implementation.
- Provide specialized advice to requesting units, recipient entities on the full range of procurement issues, as well as provide support and guidance throughout all stages of the procurement cycle.
- Prepare invitations to tender; identify qualified bidders to be invited to submit proposals; provide accurate and consistent project clarifications to prospective bidders allow them to correctly understand the procedural requirements; manage all aspects of bid and proposal evaluations.
- Prepare draft contracts and other agreements related to the Union's procurement activities; negotiate with vendors as required, approve 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, recommend 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 developments, including analysis of statistical data and market reports; establish contacts and build networks with potential suppliers and expand the existing procurement 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 such as reports, communications, guidelines, instructions.
- Participate in inter-agency meetings on matters related to procurement as requested and required.
- Perform other related duties as assigned.

CORE COMPETENCIES

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making

Client and Service Orientation

Successful Management

TECHNICAL COMPETENCIES

Knowledge of public procurement, experience of SAP or other ERP systems.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in Business or Public Administration, Engineering, Commerce, Law, Economics, Telecommunications or a related field OR education from 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 (7) years of progressively responsible professional experience in procurement, including three (3) years at the international level. Professional experience in the area of construction projects is required. Professional qualifications (in civil engineering or as quantity surveyor) 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.)

BENEFITS AND ENTITLEMENTS

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 \$ 73,516 + post adjustment \$ 60,357

Other allowances and benefits subject to specific terms of appointment, please refer to https://jobs.itu.int/content/What-we-offer/?locale=en_US

INFORMATION ON RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU Careers website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.