

TEMPORARY JOB OPENING ANNOUNCEMENT

P-3 Procurement Officer

TJO Grade Level¹

Functional Title

United Nations Assistance to the Khmer Rouge Trials

UNAKRT

Department/Office/Division/ Service/Section

Job Network and Job Family (See list on page 3-4)*

04/12/2014

Deadline

(DD/MM/YYYY)

Duty Station:	Phnom Penh	Estimated Start Date:	19/01/2015
Duration of need:	6 months – See Additional Comments	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the applicable law, and in accordance with the terms of the Agreement between The United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) has jurisdiction to try senior leaders and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979. While the ECCC is established as a national Court, the Royal Government of Cambodia sought the technical assistance of the United Nations in operating the court. In Resolution A/57/228 and A/57/228B, the General Assembly approved the involvement of the United Nations and endorsed the agreement outlining the arrangements between the two parties. The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) was established in 2005 to provide on-going technical, operational and logistical support to the Royal Government of Cambodia in all aspect of the Court's operations.

This position is located in the Procurement Unit. Under the overall supervision of the Coordinator, reporting on a day-to-day basis to the Senior Programme Management Officer, the incumbent will be responsible for the following responsibilities:

- Planning, developing and managing all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities, taking into account local economic and other

¹ For eligibility and other conditions, please see the Notes at the end of this form.

conditions.

- Advising requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
- Preparing/overseeing preparation and distribution of invitations to tender and managing/ conducting all aspects of bid/ proposal evaluations.
- Formulating strategies and designing innovative solutions to resolve issues/conflicts for complex procurement projects.
- Establishing and maintaining work program and schedule for ongoing contracts and newly-planned ones. • Participating in negotiations with senior supplier representatives; signing procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, preparing submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Conducting market research to keep abreast of market developments; researching and analyzing statistical data and market reports on the world commodity situation, production patterns and availability of goods and services.
- Identifying new technologies, and products/services, evaluating and recommending potential supply sources and participates in the incorporation of research results into the procurement program.
- Overseeing adherence to contractual agreements, recommending amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- Preparing a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.
- Providing guidance to and supervising, new/junior staff.
- Performing other related duties as assigned.

COMPETENCIES

Professionalism: 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; Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services. Knowledge of contract law and expertise in handling complex contract issues. Knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. 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.

Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.

QUALIFICATIONS

Experience: A minimum of five years of progressively responsible experience in procurement, contract management, administration or related area.

Education: Advanced university degree (Master's degree or equivalent) in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with two years additional qualifying experience may be accepted in lieu of the advanced university degree.

Languages: The working languages of the ECCC are English, French and Khmer. For this post, fluency in spoken and written English is essential. Knowledge of French and/or Khmer is an asset.

ADDITIONAL COMMENTS

(1) **Assessment Method:** Qualified short-listed candidates may be requested, as part of the evaluation process for this position, to undergo an assessment exercise which may be followed by an invitation to a competency-based interview.

(2) **Special Notice:** Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Extension of appointment is subject to the extension of the mandate of UNAKRT and/or the availability of funding.

(3) Please address the fully completed and signed application form (P.11) in English, together with copies of relevant supporting documents by e-mail to: unakrt-jobs@un.org . Applications received after the deadline will not be accepted. The P.11 Form has to be downloaded from the UNARKT Website. Candidates under serious consideration will be called for an interview and/or a written test. Preference will be given to equally qualified female candidates. Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview.

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external**
- Other:**

ALL SUBMISSIONS TO BE SENT TO:

Contact

Name: unakrt-jobs@un.org

Email Address: unakrt-jobs@un.org

Copy (cc): _____

Email Address: _____

*** Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

ECONOMIC AND SOCIAL DEVELOPMENT

LEGAL

<p>Economic Affairs</p> <p>Environment Affairs</p> <p>Population Affairs</p> <p>Statistics</p> <p>Social Sciences</p> <p>Public Administration</p> <p>Programme Management</p> <p>Science and Technology</p> <p>Drug Control and Crime Prevention</p>	<p>Jurists</p> <p>Legal Affairs</p> <p>Ombudsman</p>
<p><u>MANAGEMENT AND OPERATIONS SUPPORT</u></p> <p>Administration</p> <p>Audit</p> <p>Finance</p> <p>Procurement</p> <p>Human Resources</p> <p>Medical</p> <p>Production, Service & Transport</p> <p>Investment Management</p> <p>Management & Programme Analysis</p> <p>Ethics</p> <p>Engineering</p> <p>Pension Management</p> <p>Logistics</p>	<p><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></p> <p>Public Information</p> <p>Protocol</p>
<p><u>POLITICAL, PEACE AND SECURITY</u></p> <p>Political Affairs</p> <p>Humanitarian Affairs</p> <p>Human Rights</p> <p>Civil Affairs</p>	<p><u>CONFERENCE MANAGEMENT</u></p> <p>Conference Services</p> <p>Language</p>

Electoral Affairs	
Rule of Law	
<u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u>	<u>SAFETY AND SECURITY</u>
Information Systems and Technology	Security
Information Management	Safety

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule [4.16](#) (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff

member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.

- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.
- For information on special post allowance, please refer to ST/AI/1999/17.
- For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.