



International Criminal Tribunal for the former Yugoslavia

Procurement Assistant, G-5 (Temporary Vacancy Announcement for initial period of three months)

DEADLINE FOR APPLICATIONS	:	19 March 2015
DATE OF ISSUANCE	:	12 March 2015
OFFICE	:	Registry/Procurement Section
VACANCY ANNOUNCEMENT	:	2015/REG/PU/007/GS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in the Procurement Section, Registry.

RESPONSIBILITIES

Under the supervision of the Head/Supervisor of the Contracts/Purchasing Unit and /or Chief of Section the incumbent performs the following functions; Reviews requisitions for clarity and completeness of technical specifications. In coordination with the requesting office, clarifies terms and conditions of requisitions and liaise with requisitioners and vendors as needed. Conducts inquiries for product/service being requested; compiles and collects market prices/conditions and negotiates terms when necessary. In accordance with the UN Financial Regulations and Rules, and guidelines established in the Procurement Manual, prepares the appropriate solicitation documents as required. Presents proposals to the Procurement Officer; clarifies terms and conditions with vendors and, when required, negotiates same. Extract and compiles data contained in quotations/proposals/bids to determine which supplier can deliver at best value for the Organisation and submits results for recommendation. Prepares submission to the Local Contracts Committee (LCC) for review and subsequent approval by the authorised official, and participate in LCC proceedings. Prepares draft contracts, introducing modification, when needed, against a set format for contracts and presents same to the Procurement Officer. Ensures vendor compliance with terms and conditions in all purchase orders and/or contracts. Reports on status of on-going contracts. Responsible for the organization of all records relevant to contracts and/or purchase orders handled including the electronic archiving of such records. Performs other related duties as may be assigned by the Procurement Officer and/or Chief of Section.

CORE 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.
- **Teamwork –** Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning and Organising –** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

QUALIFICATIONS:

Education: High school diploma or equivalent; demonstrated ability to use computer technology.

Experience: 5 years related experience in the field of administration including General Administration, Procurement and/or Finance. Experience in purchasing/contract management is highly beneficial.

Languages: English and French are the working languages of ICTY. For this post fluency in oral and written English is required. Knowledge of French and/or B/C/S (Bosnian/Croatian/Serbian) and/or Dutch is an asset.



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HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 level are eligible to apply.
- 2) Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET or ICTY website. Please submit all documents including the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.
- 4) Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.icty.org) and forward electronically AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

<p>Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.</p>
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PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.