



Food and Agriculture Organization of the United Nations

## PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2285

Issued on: 21 February 2013

Deadline For Application: 21 March 2013

POSITION TITLE:	<b>CONTRACTS OFFICER</b>	GRADE LEVEL:	<b>P-4</b>
ORGANIZATIONAL UNIT:	<b>Procurement Service, CSAP</b> Administrative Services Division, CSA Corporate Services, Human Resources and Finance Department, CS	DUTY STATION:	<b>Rome</b>
		DURATION *:	<b>Fixed term: two years</b>
		POST CODE/N°:	<b>C/ 0519154</b>
		CCOG CODE:	<b>1A09</b>

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged  
Persons with disabilities are equally encouraged to apply.  
All applications will be treated with the strictest confidence**

### DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief, Procurement Service, the Contracts Officer will plan, develop and implement the timely and effective provision of procurement services primarily for field operations either through direct implementation or capacity-building and back-stopping of the Field Offices. In particular, the incumbent will:

- provide strategic and technical guidance and advice on procurement activities with an emphasis on the contracting of works and services to field offices;
- review and make recommendations regarding procurement policies, procedures and strategies to enhance effective and efficient implementation of procurement and institutional goals;
- analyze requests and provide backstopping or implement as appropriate procurement activities including tendering, selection, negotiation, preparation and issuance of contracts to ensure conformity with established FAO rules, procedures and practice;
- determine appropriate strategies to best serve institutional interests;
- review and authorize as delegated, or make recommendations regarding delegations of authority and authorization of exceptions to established rules, procedures and practices, as necessary;
- develop and finalize contracts for procurement of non-routine and/or complex services;
- contribute to procurement capacity development initiatives;
- authorize up to approved limit, or recommend authorization of contracts or other appropriate action;
- research and identify potential sources of supply including interviewing potential contractors, attending trade fairs and reviewing documentation provided to assess suitability of their services products to FAO requirements and market trends;
- establish approaches for negotiations and conduct all phases of negotiations for field operations guiding all parties involved;
- make initial determinations and recommendations concerning disputes or claims arising out of procurement actions;
- promote use of Long Term Agreements in Headquarters and Field Offices supporting collaboration amongst UN Organizations;
- manage staff assigned to unit including planning and allocation of work assignments, and identification of necessary training;
- perform other related duties as required.

### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- Advanced university degree in Law, Business, Public Administration or Commerce
- Seven years of relevant experience in procurement activity with particular attention to complex contractual issues
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations. A complete in-depth grasp of procurement principles and practices with particular attention to contractual issues
- Relevance and extent of experience in complex procurement activities with specific reference to complex contractual issues as well as demonstrated experience in drafting and negotiating complex contracts
- Excellent interpersonal, co-ordination and negotiation skills and ability to lead teams effectively and possess conflict-resolution skills
- Ability to lead implementation of new systems and processes
- Excellent communication skills both orally and in writing in English and either French or Spanish and ability to communicate technical procurement matters in a simple, clear and concise manner

*Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.*

*\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments*

### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

**In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.**

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**