



Food and Agriculture Organization of the United Nations

Professional Vacancy Announcement No: IRC5243

Issued on: 16 January 2018
Deadline For Application: 6 February 2018

Position Title:	SENIOR PROCUREMENT OFFICER	Grade Level:	P-5.
		Duty Station:	DS,ITALY,ROME
Organizational Unit:	Procurement Service, CSAP	Duration *:	Fixed-term, 2 years with a possibility of extension
		Post Number:	0046817
		CCOG Code:	1A09

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

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.**

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The Procurement Service provides advice, guidance and oversight for FAO procurement operations and the Letter of Agreement Quality Assurance function both at headquarters and in FAO decentralized offices; it provides policy and operational support to ensure that the Organization procures goods, works and services based on "Best Value for Money" principles.

Reporting Lines

The Senior Procurement Officer reports to Chief, Procurement Service.

Technical Focus

Management and overview of procurement activities at HQ and decentralized offices.

Key Results

The planning and management of major procurement service areas to support the effective management of FAO resources and safeguard the Organization's assets/services/goods in accordance with internal policies, UN procurement guidelines and International Standards

Key Functions

- Plans and manages procurement-service teams, leads and/or coordinates specialized procurement/contractual activities, provides leadership/secretariat services to the ad hoc Committees, leads and/or participates on Organization-wide committees or working groups, and/or supervises staff.
- Develops operational/work plans and oversees and/or coordinates procurement/contractual service areas and related activities, monitors risks, procurement/contractual controls and ensures compliance with FAO policies and regulatory framework.
- Directs the development and updating of the supporting operational, policy, control and/or risk management frameworks, involving the latest approaches and methodologies, streamlined business processes, new/revised procurement/contractual policies, and related tools, systems, technologies and related procedures.
- Directs the preparation/review/analysis of statutory and/or management reports, procurement/contractual statements, reports to donors as well as specific reports for Governing Bodies, donors and other partners.
- Analyses complex procurement/contractual and risk related issues and provides advice and assistance to managers at HQ, the Decentralized Offices, ad hoc Committees and/or Governing Bodies etc.
- Represents FAO and develops consensus on procurement/contractual matters with external providers, donors, partners, and UN procurement executives and provides information/clarification to auditors.
- Promotes best practices and capacity development at HQ and the Decentralized Offices and leads and/or participates in related training.

Specific Functions

- Technical functions:

- Plans and manages of the procurement activities handled by the Contracts Unit involving projects/emergency for worldwide procurement of a broad range of services ensuring that procurement activities are carried out in a timely, cost-effective manner and in compliance with FAO procurement rules;
- Analyses complex or critical contractual matters or procurement cases under the responsibility of the Contracts Unit recommending appropriate strategy/approach to Service Chiefs of technical and operating Divisions. Identifies trends, changes in practices and policies related to procurement of services.

Advisory functions:

- Serves as principal adviser to FAO Representatives and Emergency Coordinator, providing guidance and technical advice on all aspects related to contracting procedures;
- Assists the Divisions on a regular basis at the Procurement Committee and during the implementation of complex contracts in order to reduce the Organization's exposure to high risks (i.e. arbitration proceeding);
- Provides training to FAO and Assistant FAO Representatives in contracting and contractual matters;

Coordination functions:

- Manages all concessionaire contracts on Headquarters premises with regard to contractual and legal issues;
- Liaises with the Office of the Inspector General to provide clarifications on tender procedures for contracts, implementation of contracts etc.;
- Meet with Legal Office to discuss and review the Organization's position in case of contractual controversy and disputes;

Representative functions:

- Represents the Organization on procurement related issues in supplier events organised by the Chamber of Commerce of Member Countries. Participates at inter-agency meetings, mainly in Rome, to discuss and agree common contracting practices and procurement synergies (e.g. One UN, Green UN and sustainable procurement etc.). Develops proposals on revisions to procurement procedures related to contractual instruments and tender process (i.e. use of Framework Agreement, Value for Money, Service Order etc.);

Policy advising functions:

- Provides significant contribution to the development of the Procurement Learning Programme and the revision of the Procurement Manual Section;
- Prepares case studies and guidelines on contractual issues to the Manual Section revision, integrating Learnings and Best Practice. Participates in recruitment and selection of new staff of the Service and manages the recruitment of staff for the Unit;

Staff Management functions:

- Leads the Contracts Unit in Rome train staff, establish goals and evaluate staff performance.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration, law, finance or a related field;
- Ten years of experience in procurement activities in an international organization including a proven record of managing and delivering complex procurement programmes and record of relevant field experience;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

Competencies

- Results Focus
- Leading, Engaging and Empowering
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is essential.
- Extent and relevance of experience in procurement activities in an international organization which include a proven record of managing and delivering complex procurement programmes
- Extent and relevance of experience in assessing critical linkages between procurement and business functions in and the ability to deal effectively with internal within a multicultural environment and with external clients within a country specific framework
- Extent and relevance of experience in drafting reports and other communication material clearly and concisely in English.
- Management and procurement experience in the UN system is desirable.

- Extent and relevance of experience in managing and supervising staff.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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