



Vacancy Announcement INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2010/16/P-4

DEADLINE FOR APPLICATIONS: 31 May 2010

POST TITLE: PROCUREMENT OFFICER

DUTY STATION: Montréal

LEVEL: P-4

DATE FOR ENTRY ON DUTY: After 31 May 2010

POST NO. AND CCOG CODE: 6521.115/1.A.09.a

ORGANIZATIONAL UNIT: Procurement Unit, Procurement Section, Technical Co-operation Bureau, Headquarters.

Responsible for the procurement of goods and services for the entire Organization; the provision to technical cooperation projects of equipment, supplies and consultancy services in accordance with approved specifications and ICAO's Procurement Code; negotiations with suppliers on price and delivery; preparation of contracts; preparation of internal reports; maintenance of close liaison with civil aviation departments, ICAO field staff and the Field Operations Sections on matters of specifications and cost ceilings; the operation of CAPS; documentation, inventory, insurance and shipping; the initiation and management of insurance claims, arrangements for factory acceptance tests or Site Acceptance Tests.

QUALIFICATIONS & EXPERIENCE – ESSENTIAL:

A. Academic qualifications

University degree, preferably with specialization in procurement, business administration, public administration, engineering or business law, or other relevant discipline. Professional accreditation or recognized qualification in procurement is an advantage.

B. Professional experience and knowledge

1. Considerable experience (preferably ten years) in the high volume procurement and contract administration, preferably in technical fields related to aviation. At least two to five years of such experience should have been at the international level.
2. Experience in conducting high-level procurement and contract administration discussions and negotiations with government authorities, suppliers and contractors.
3. Experience in planning and coordinating technical procurement and contract operations, in establishing sound contract preparations, negotiations and post award administration practices and procedures, and in supervising staff assigned to these activities.
4. Experience in using automated procurement and contracting applications, within an integrated information management system.
5. Professional training and experience in using modern procurement and project management practices and procedures.

C. Competencies

1. *Judgement/decision-making:* Demonstrated ability to take ownership of all responsibilities and to honour commitments, to exercise mature judgement, to recognize key issues and analyse relevant information, to make feasible recommendations, and to take sound decisions. Proven track record of integrity and ability to comply with approved procurement and financial regulations and rules, including rules relating to financial disclosure, where applicable.
2. *Communication:* Ability to write clearly and concisely and to present articulate verbal reports.
3. *Teamwork:* Ability to work collaboratively with colleagues to achieve organizational goals and to maintain harmonious working relationships in a multinational environment.
4. *Managerial competencies:* Demonstrated ability to plan and guide the work of a technical team in a multinational environment, to develop clear goals that are consistent with agreed strategies, and to identify priorities and adjust them as required. Ability to conduct high-level negotiations with government authorities, suppliers, contractors, etc. Ability to successfully manage and resolve conflict.
5. *Client orientation:* Ability to establish and maintain partnerships with external collaborators.
6. *Commitment to continuous learning:* Willingness to keep abreast of new developments in professional field.
7. *Technological awareness:* Ability to use contemporary office automation equipment, software, databases and automated procurement applications and systems.

Standards of Conduct

International outlook, character and integrity: Adherence to and capacity to promote the values and framework of the United Nations' Standards of Conduct for the International Civil Service and/or equivalent national or international standards of conduct.

Languages

Command of one of the languages of the Organization (Arabic, Chinese, English, French, Russian, Spanish).

QUALIFICATIONS & EXPERIENCE – DESIRABLE:

Knowledge and Experience

Knowledge of ICAO structure, organization, practices, particularly in the area of technical cooperation activities and related procurement requirements.

Knowledge of the procurement and contract rules, regulations and procedures of UN International Organizations.

Languages

A good working knowledge of English and Spanish.

JOB DUTIES:

Under the guidance of the Chief, Procurement Section (C/PRO), the incumbent will plan, coordinate and manage the work and staff of the Procurement Unit. In particular, the incumbent will perform the following functions:

Manage and supervise the work and staff of the Procurement Unit:

- i) manage all procurement activities assigned to buyers through the Organization's ERP system (AGRESSO);
- ii) following receipt of the requisitions, ensure the timely development, negotiation, and issuance of contracts and purchase orders, paying special attention to special technical and/or commercial requirements and all other specifications;

MAJOR DUTIES (cont.)

- iii) following issue of purchase orders and/or contracts, ensure their proper and timely administration by the staff of the Purchasing Unit, including arranging for the timely provision of technical inputs such as factory acceptance tests, installation, supervision and participation in final site acceptance and commissioning procedures. Manage the resolution of any commercial/legal/technical problems which may arise under contracts or purchase orders; and
- iv) ensure timely and efficient liaison with the Finance Branch and Contracts Board.
- 2. Assist and advise C/PRO on the need for development and/or revision of procurement practices and procedures as defined by the ICAO Procurement Code and ICAO Procurement Manual.
- 3. Initiate correspondence and undertake negotiations with field personnel, contractors, suppliers, etc., relating to specifications, costs, deliveries, and letting of tenders.
- 4. Act as PRO liaison officer for major Regular Programme procurement matters.
- 5. Assist in the development and implementation of automated and reporting techniques for procurement and contracting operations and activities.
- 6. Participate in the work of the ICAO Contracts Board. Serve as Alternate Secretary to the ICAO Contracts Board, as required.
- 7. Supervise the preparation of PRO reports and statistics.
- 8. Perform other related duties, as assigned.

DURATION OF APPOINTMENT: Initial appointment will be on a temporary basis, initially for one-year.

REMUNERATION: Level P-4	<u>Rate</u>	<u>Net Base Salary per annum</u>	+	<u>Post Adjustment (net) per annum</u>
	Single	U.S. \$ 66 482		U.S. \$ 37 894
	Dependency	U.S. \$ 71 393		U.S. \$ 40 694

Post Adjustment is subject to change.

SUMMARY OF BENEFITS: The ICAO Summary of Benefits may be viewed at: <http://www.icao.int/icao/en/va/emplsum.htm>.

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. In this connection, ICAO has incorporated the 2001 Standards of Conduct for the International Civil Service into the ICAO Personnel Instructions. A copy of the Standards of Conduct is available on the ICAO employment website at <http://www.icao.int/employment>.

This vacancy is open to both female and male candidates. In order to increase the number of women at all levels, women are particularly invited to apply for vacant posts, as well as for roster evaluation for future vacancies.

ICAO has established family-friendly policies for its staff members.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

HOW TO APPLY:

Interested candidates should download and complete the ICAO Application-for-Employment Form. This is the basic document for evaluation of candidates and must be FULLY completed in order to be considered. If extra pages are needed, page no. 4 should be copied in the required number in order to complete the form.

ICAO staff members, as well as staff members from other UN International Organizations or Specialized Agencies, may submit with their application a scanned copy of their two latest annual performance appraisal reports.

In all cases quote the vacancy notice number. Applications should be submitted with a letter demonstrating how your professional experience and competencies match those expressed in the vacancy notice.

The form may be obtained by accessing the ICAO employment website at <http://www.icao.int/employment>.

For candidates appointed from other UN International Organizations or Specialized Agencies, transfer and/or secondment arrangements under the Inter-Agency Mobility Agreement may be considered.

ONLY APPLICANTS WHO ARE UNDER SERIOUS CONSIDERATION WILL BE CONTACTED AND INTERVIEWED.

Date of Issue of Vacancy Notice: 30 April 2010