



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

V A C A N C Y N O T I C E

Post Title:	Procurement Officer	Date:	January 2018
Post Level:	P-2	Closing Date:	60 days after publishing
Vacancy Ref:	E-ADM/GSP/PO/F0154/P-2/46/12-17		
Division:	Administration		
Branch:	General Services and Procurement Branch		

This fixed-term appointment is for duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

<p>Principal Functions</p> <p>Under the supervision and guidance of the Head, Procurement and in accordance with the OPCW Core Values of <i>Integrity, Professionalism and Respect for Diversity/Gender Equality</i>, the incumbent performs the following duties;</p> <ol style="list-style-type: none"> 1. Plan and manage all contractual and procurement aspects of a procurement project; establish and maintain work programmes and schedules for contracts to be established. 2. Assist the Supervisor with checking “Requests for Procurement” received from branches/divisions for completeness and compliance with OPCW Rules and Regulations and adequacy of the goods, services and related procurement and contract specifications. Seek clarification from and provide guidance to requestors in particular with regard to insufficient specifications. Highlight to the Supervisor requests that do not meet requirements, need corrective actions or need taking forward to the Committee on Contracts (COC). 3. Preparation and distribution of “Invitations to Tender” and “Calls for Proposal” and follow-up on the replies; Verify tender/proposal documents prepared, and sign approval for subsequent sending. 4. Analyse and evaluate all commercial aspects of bids. Ensure that all steps are taken to maintain the integrity and transparency during the procurement process. Recommend most suitable and cost viable suppliers on as a wide a geographical basis as appropriate. Provide supporting analysis to the Supervisor for items requiring COC attention, and perform selection of award of contract for other suppliers 5. Draft, negotiate, and conclude high value and/or complex contractual agreements in order to obtain optimum conditions with suppliers. Verify and sign contractual agreements in the absence of the Head Procurement and authenticate higher value contracts for subsequent signature by the appropriate senior management (including verification of available funds). Assist the Supervisor with consulting the Office of the Legal Advisor (LAO) for legal advice on contracts. 6. Assist the Supervisor with keeping the schedule of contract renewals including follow-up with branches. Liaise with Heads of Branches (HOB) and branch staff through written or oral advice on day-to-day procurement matters and procedures, and assist in the development of Scopes of Requirements for their procurement needs. Identify and provide recommendations to HOB(s) on ways of developing the optimum type of contract which best meets their requirements. 7. Address budgetary and contractual discrepancies in collaboration with BFB officers, HOBs, and when judged necessary the Supervisor and/or LAO. Provide support to the Supervisor as required and bring to the 	<p>Requirements</p> <p>Knowledge and skills:</p> <p>Education (Qualifications): Essential: An advanced university degree preferably in Accounting, Finance, Business Administration, Commerce, Law, Supply Chain Management or another relevant technical field. A first level university degree in combination with additional qualifying experience (minimum 4 years) in these areas may be accepted in lieu of an advanced university degree.</p> <p>Desirable: University degree or qualification in Law.</p> <p>Required Certification: Additional study or training or a recognised qualification in procurement is preferred.</p> <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> • Strong negotiation and persuasion skills; • Strong analytical skills and working knowledge of quantitative methods to measure supplier capacity systems; • Good working knowledge of contract law and expertise in the complex contract issues and in the context of UN policies and standards; • Good knowledge of sources of supply, market trends and pricing; • Sound judgement in applying expertise to resolve issues; • Ability to motivate and provide technical guidance to subordinates and new staff; • Ability to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines; • Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse audiences on procurement-related matters and prepare a variety of written documents, contracts, reports in a clear, concise style; • Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural environment; • Computer literacy including proficiency in procurement computer systems, database management and Internet applications. <p>Experience:</p> <p>Essential: At least 2 years of related experience in a procurement office including experience in issuing tenders, evaluations and negotiations with suppliers and drafting commercial contracts preferably within an International Organisation or Non-Governmental Organisation or national government. Where only a first degree is held, at least 4 years’ experience as noted above is</p>
--	--

attention of the Supervisor ways of improving the workflow and efficiency of the Unit.

8. Represent the Procurement Office in cases which require contractual/procurement advice, in particular larger projects.
9. Keep abreast of new developments in the field of Procurement. Actively seek to improve programmes or services and take an interest in new ideas and new ways of doing things.
10. Maintain computerised procurement databases and templates and recommend to the Supervisor enhancements. Liaise with responsible officers within Information Services Branch (ISB) to adapt the system to meet the needs for the most efficient OPCW's procurement services. Secure overall proper recording and filing for reference purpose and audits.
11. Deputise for the Supervisor and when necessary and act as Secretary to the Committee on Contracts during his/her absence.
12. Performs other duties as required.

required.

Desirable: Experience in drafting commercial contracts.

Languages:

Essential: Fluency in English.

Desirable: Good working knowledge of one or more of the other official languages (Arabic, Chinese, French, Russian and Spanish) is desirable.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the **January 2018 rate of 40.4%**.

Annual Salary (US dollars)	\$ 46,472	
Post Adjustment	\$ 18,774	
Total Salary	\$ 65,246	

CANDIDATES ARE ADVISED THAT ONLY APPLICATIONS SUBMITTED THROUGH OUR WEB-BASED RECRUITMENT SYSTEM WILL BE CONSIDERED

Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e-mail to Recruitment@opcw.org explaining the problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

There are job advertisements and offers that falsely state that they are from the OPCW.

January 2018/ph.