



General Secretariat (GS)

Geneva, 20 December 2023

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 23/52

Subject: **VACANCY NOTICE No. 1478P-2023/SG-FRMD/EXTERNAL/P5 "Head, Procurement Division"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

I would be grateful if Administrations would invite qualified candidates and especially women candidates to apply for the above position not later than 20/02/2024 on ITU career website:

[Head, Procurement Division \(itu.int\)](https://www.itu.int)

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Doreen Bogdan-Martin

Secretary-General

Annexes: **VACANCY NOTICE No. 1478P-2023/SG-FRMD/EXTERNAL/P5 "Head, Procurement Division"**

Job Title: Head, Procurement Division

INTERNATIONAL TELECOMMUNICATION UNION

ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems.

Head, Procurement Division

Vacancy notice no: 1478

Sector: SG

Department: FRMD

Country of contract: Switzerland

Duty station: Geneva

Position number: FI04/P5/401

Grade: P5

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal for 2 additional years

Recruitment open to: External

Application deadline (Midnight Geneva Time): 20 February 2024

ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

Within the General Secretariat, the Financial Resources Management Department (FRMD) advises the Secretary General on financial resources management, accounting issues and procurement. It manages ITU's financial resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial, budgetary and procurement matters, with a goal to strengthen ITU's financial system.

DUTIES AND RESPONSIBILITIES

Under the direction of the Chief of the Financial Resources Management Department (FRMD), the role of the Head of the Procurement Division is to provide responsive, effective, and quality expert procurement services and business advice, while achieving best value for money, ensuring a competitive, fair, and transparent process in accordance with established regulations, rules and procedures.

To this extent, the incumbent performs the following duties:

- ◆ Provides strategic direction and oversight of ITU procurement services considering local economy and other conditions and driving savings by developing and applying various strategies:
 - Leads the development and implementation of ITU procurement operations strategy and plan, including sourcing strategies, supplier selection and evaluation, quality management, customer relationship management, promotion of e-procurement, and performance measurement.
 - Provides high level advice on further streamlining procurement services in ITU, including considering different implementation modalities in line with the UN common system and best practices. This includes establishment and implementation of harmonized procurement services.
 - Provides expert procurement advice on procurement activities to ITU officials during all phases of the procurement cycle.
 - Leads the development of institutional procurement policies and procedures.
 - Advises on revisions to the procurement processes to make them more efficient and effective.
- ◆ Leads and manages procurement operations of the Division:
 - Oversees the procurement of a wide variety of supplies and services.
 - Develops and prepares contracts for procurement of non-routine and/or complex services, and goods.
 - Ensures that procurement activities are carried out in a timely and cost-effective manner following the regulations and rules, as well as the established procurement policy and procedures of the organization.
 - Establishes approaches for negotiations and conducts or coordinates all phases of negotiations with concerned parties; approves purchase orders within limits of delegated authority.
 - Develops and manages an ITU system tracking, negotiation, and resolution of contract disputes.
 - Leads and implements procurement business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement; controls and harmonizes the workflows in the Procurement Division.
 - Manages the support to audits, and implementation of audit recommendations.
- ◆ Manages the team of the Procurement Division:
 - Plans and organizes the work of the service and supervises staff to ensure the work is carried out promptly and efficiently.
 - Ensures the correct application of administrative policy, principles, rules and regulations governing ITU procurement.
 - Provides support to staff members in the achievement of their career goals, ensuring appropriate learning, training and development, and actively participating in timely planning and assessing personnel performance.
- ◆ Develops collaborative long-term partnerships with suppliers, contractors and outsourced service providers to reduce costs, to meet legislative requirements and to achieve high quality outcomes.
- ◆ Identifies appropriate procurement KPI's, measures and monitors performance against these; leads the development of tools to facilitate reporting and ensures procurement activities comply with all relevant regulatory and best practice frameworks. Ensures that the outputs produced by the service maintain high-quality standards; that reports are clear, objective and based on comprehensive data.
- ◆ Provides general information to suppliers on commercial, legal and regulatory conditions and requirements. In collaboration with the relevant service, evaluates suppliers' performance ensuring appropriate records are maintained.
- ◆ For technical cooperation and assistance projects, maintains inventory lists and ensures timely transfer of property to appropriate authorities/bodies; liaises with representatives of delegations and Permanent Missions to the UN as appropriate on various aspects concerning procurement activities.

- ♦ Researches and investigates new sources of suppliers and decides on their inclusion on the relevant rosters. Establishes and maintains appropriate business relations with suppliers.
- ♦ Represents the ITU at internal and external meetings, provides substantive expertise on procurement issues, and holds substantive discussions with representatives of Member States, other organizations within the United Nations system, vendors and other entities.
- ♦ Performs other related duties as assigned.

CORE COMPETENCIES

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organisational Commitment; Results Focused; Teamwork and Collaboration.

FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making

Client and Service Orientation

Innovation and Facilitating Change

Leadership

Networking and Building Partnerships

Planning and Organising

Successful Management

TECHNICAL COMPETENCIES

- ♦ Ability to develop and promote strategic procurement vision, mission, and goals for ITU in line with mandate.
- ♦ Proven conceptual analytical and evaluative skills, ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations.
- ♦ Ability to communicate technical procurement matters in a simple and clear manner to individuals not well versed in the intricacies of procurement.
- ♦ Excellent project management, results-based management, work planning and budgeting skills.
- ♦ Ability to lead teams effectively and show conflict-resolution skills.
- ♦ Demonstrates openness to change and ability to manage complexities.
- ♦ Ability to lead implementation of new systems and processes and affect staff behavioral/ attitudinal change.
- ♦ Knowledge of methods, techniques, and principles of procurement.
- ♦ Negotiating techniques to obtain best-value contract and participating in the selection of potential contractors.
- ♦ Sound judgment in applying technical expertise to resolve a range of issues/problems.
- ♦ Proven ability to write in a clear and concise manner and to communicate effectively, to prepare reports and conduct presentations, formulating positions on issues.
- ♦ Good computer skills and experience of integrated procurement computer systems.
- ♦ Ability to initiate and maintain good working relations with officials at all levels.
- ♦ Proven ability to negotiate efficiently and to exercise independent judgment.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in business or public administration, commerce, economic, law, supply chain, or a related field OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

A professional procurement certification is desirable.

Experience:

At least ten years of progressively responsible experience in supervising procurement operations and/or contract management, including at least five at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Professional experience in the area of procurement of construction projects is required.

Experience in introducing business innovation related to procurement.

Experience in developing procurement tools and systems.

Experience in leading business transformation projects and/or multiple key tactical and strategic initiatives in parallel.

Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage.

(Under the provision of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

BENEFITS AND ENTITLEMENTS**Salary:**

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 92,731 + post adjustment \$ 76,689

Other allowances and benefits subject to specific terms of appointment, please refer to: <https://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

INFORMATION ON RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.