



Vacancy No: AF/001/2018
Post Title: Associate Fellow
Organizational Unit: Operations
Duty Station: Turin, Italy
Duration: until 31st December 2018 - extendable
Deadline for applications: 8 March 2018

Organizational Context:

The United Nations System Staff College is an international organization based in Turin, Italy, that provides learning, training and knowledge management activities for the staff of the United Nations.

The main goal of the Operations unit is to provide timely, efficient and effective support to the Staff College with respect to the full range of budget, finance, human resources, information & communication technology (ICT), legal, procurement and support services.

Terms of reference

Under the supervision of the Chief of Operations, and in close collaboration with the Focal Point for Human Resources and Procurement, specific duties and responsibilities of the Associate Fellow are as follows:

- Plan, execute, and provide technical advice on all procurement related issues in accordance with the UN Procurement Manual and the UN Financial Rules and Regulations;
- Prepare and issue Invitations to Bid (ITB), Requests for Quotation (RFQs), Requests for Proposals (RFPs) and call for Roster. Work closely with the UNSSC requisitioners in performing evaluation of offers, including analysis of commercial/financial viability, and make recommendations for the finalization of purchases and award of the contracts;
- Prepare official submissions to the appropriate oversight committees (Local Contracts Committee and Headquarters Contract Committee) to ensure that procurement process and recommendations are in full compliance with established procedures and requirements;
- Take lead in negotiation of terms and conditions of services for UNSSC;
- Review and recommend technical specifications for UNSSC's operating requirements;
- Maintain records on delivery arrangements of purchased goods and services. Perform after-sales/completion evaluation and make suggestion for improvement;
- Represent UNSSC in negotiations with interested parties on contract disputes and claims;
- Prepare annual report on procurement activities and recommendation for improvement;
- Maintain and update the UNSSC rosters of consultants;
- Maintain procurement related documentation;



- Process VAT exemptions for goods and services purchased by UNSSC and qualified UNSSC officials (P5 & above);
- Provide legal advice on contractual and institutional issues and formulate legal opinions;
- Provide legal advice on UNSSC partnership agreements with other UN entities, public entities and Academia;
- Liaise with Italian Ministry of Foreign Affairs with regard to accreditation of UNSSC staff members and entitlements (i.e. Italian ID cards, CD plates, tax exemptions, etc.);
- Perform other duties as required.

Competencies:

Professionalism: Strong theoretical background in all phases of international procurement operations and in contracting for a diverse range of products and services; good working knowledge of international business practices as well as best value for money concept and methodology, expertise in handling contractual issues and in the context of UN policies and standards; strong analytical skills and working knowledge of quantitative methods to measure supplier capacity and commercial offers; good knowledge of market trends and pricing; good negotiating skills to shape and influence agreements with requisitioning offices and vendors.

Judgment and Decision-Making: Sound judgement in applying technical expertise to resolve a range of issues/problems.

Planning and Organising: Identifies priority activities and assignments; adjust priorities as required and uses time efficiently.

Communication: Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse audiences on procurement-related matters and prepare written documents, contracts, reports, etc. in a clear, concise style.

Accountability: Operates in compliance with organisational regulations and rules.

Education:

University degree (Master's degree or equivalent) preferably in Contract Law. A Master's degree in Business Administration, Public Administration, Commerce or relevant field is also acceptable.

Work Experience:

At least 2 years of relevant professional experience in contract law and procurement operations, including the procurement of intellectual properties; goods and services Knowledge of United Nations or public service procurement and contracting policies, procedures and practices including contract management is an advantage.

Languages:

Excellent knowledge of English and any other UN language. Knowledge of Italian is an asset.

**Other Skills:**

Strong analytical, negotiation and communication skills, a task- and result-oriented approach and ability to prioritise tasks and organise work. Good computer skills, including practical knowledge of database systems related to procurement. Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position The application should be submitted by e-mail to recruitment@unssc.org with a subject title of "Application for Associate Fellow 001 – Operations".

Late submission of application and/or incomplete application will not be considered.

N.B: Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 8 February 2018