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For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Procurement Services Specialist Risk and Policy, P-3, Copenhagen, Denmark

Vacancy No: E-VN-2012-001911 Job Level:

Duty Station: Copenhagen Position#: A9967

Country: Denmark Application Close: 25-Dec-12

Region: HQ ONY Contract Type: Long-term Staff (FT)

Purpose of the Position

Since 2008, UNICEF's partnership with the World Bank for Procurement Services has increased greatly; UNICEF has provided support to 50 World Bank funded projects for 19 countries, with a total accumulated ceiling of approximately USD 786 million. This increase in procurement value has been accompanied with increased complexity of the projects and a need to dedicate one Procurement Services Centre staff members to monitor and follow up on these projects and ensure satisfactory implementation. Under the supervision of the Procurement Services Manager, Risk and Policy, the Procurement Services Specialist will contribute to

the Procurement Services Centre objectives, supplement Procurement Services Centre's risk mitigation efforts and act as a focal point for World Bank transactions.

Key Expected Results

1. Act as the focal point for World Bank Key Account responsible for follow up on all partnership and operational issues including agreement negotiations, trouble shooting and establishment and maintenance of a comprehensive World Bank database and monitoring tool;
2. Participates in complex business negotiations, e.g. involving several parties in collaboration with the Procurement Services Specialist – Risk & Policy;
3. Preparation and review of risk and policy tools, including Divisional Procedures, Supply Directives, risk analysis documents, Procurement Services guidelines and procedures;
4. Ongoing risk analysis for PS, as integrated part of the overall PS Risk Strategy and ERM;
5. Provides advisory support to other Division Centres and to the Director with regard to specific business issues, agreements and other legal or policy documents;
6. Provide policy and risk advisory support to Country Offices on Procurement Services policies, processes and procedures;
7. Participates in SD Workshops, cross-centre meetings, screening review group and other events;
8. Provides training on PS, particularly with regard to MOU management, to other Supply Division Centres;
9. Other duties as may be required.

KEY END-RESULTS:

1. Negotiation process with Procurement Services partners, specifically World Bank supported;

2. Risk mitigation efforts for Procurement Services enhanced;
3. Operational efficiency and monitoring of World Bank Funded projects is improved.

Qualifications of Successful Candidate

Advanced University degree in business administration, procurement, social sciences, project management or related field.*

Minimum five year of relevant work experience in the area of business administration or procurement at the national and international levels.

Experience in project management.

Experience in risk analysis and mitigation

Fluency in English. Fluency in another UN language highly desirable

*A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Competencies of Successful Candidate

Communicates effectively to varied audiences, including during formal public speaking.

Sets high standards for quality and consistently achieves project goals.

Able to work effectively in a multi-cultural environment.

Analyzes and integrates potentially conflicting numerical, verbal and other data from a number of sources.

Demonstrates and shares detailed technical knowledge and expertise.

Ensures that team or department follows relevant company policies and procedures.

Translates strategic direction into plans and objectives.

Has good leadership and supervisory skills; co-ordinates group activities, ensuring that roles within the team are clear.

Sets clearly defined objectives and produces comprehensive project plans for the organization.

Remarks

This position is valid for ONE year only

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.