

## Vacancy Details



DISCLAIMER: The screening of your application will be conducted based on the information in [your profile](#). Before applying, we strongly suggest that you review your profile to ensure completeness, especially the education and experience sections.

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

### Details

Vacancy code	VA/2013/B0012/1786
Position title	Deputy Director – Procurement Operations
Level	ICS-12
Department/office	Procurement Practice Group
Duty station	Copenhagen, Denmark
Contract type	Fixed Term
Contract level	P5
Duration	1 year initially, renewable subject to satisfactory performance and funding availability
Application period	28-Jan-2013 to 11-Feb-2013

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

### Background Information - UNOPS

"UNOPS plays a critical role in providing management services for our life-saving, peacebuilding, humanitarian and development operations. I have seen many examples of how these activities help suffering people in troubled parts of the world."  
- Ban Ki-moon, United Nations Secretary-General

UNOPS mission is to expand the capacity of the UN system and its partners to implement peacebuilding, humanitarian and development operations that matter for people in need.

Working in some of the world's most challenging environments, UNOPS vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.

By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

UNOPS employs around 3,500 personnel annually and on behalf of its partners creates thousands more work opportunities in local communities. With its headquarters in Copenhagen, Denmark, a network of five regional offices and a further 20 operations and project centres, UNOPS oversees activities in more than 80 countries.

UNOPS is committed to achieving a truly diverse workforce.

### Background Information - PSCPG

Under the supervision of the Director of the Procurement & Supply Chain Practice Group

(PSCPG), the Deputy Director, Procurement Operations will be responsible for the administration, supervision and management of the day to day procurement, sourcing & supply chain functions. PSCPG is fully self-financed and plays a central role in the business acquisition deliverables of UNOPS.

In addition, the Deputy Director, Procurement Operations will directly manage the strategic procurement requirements, including technology, works, goods and services required by UNOPS and its clients, which have a global nature and/or are highly specialized and would benefit from contracting in a consolidated or leveraged manner to assure economies, quality and/or delivery. Within these responsibilities are also Long Term Agreements (LTAs) related to strategic procurement in UNOPS.

The Deputy Director Procurement Operations, will work in close collaboration with the other members of the Procurement management teams and work closely with the Procurement Practice Regional Offices and Operation Centers. In addition, the Deputy Director will provide inputs and advice to the Director PSCPG on committees and boards inside and outside UNOPS (incl. HLCM). He/She will interact regularly with all operational units of UNOPS globally.

The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

### Functional Responsibilities

Summary of key functions:

Manage complex procurement processes where the Technology, Works, Goods and/or services are required by several or more UNOPS business units; the nature of the goods and/or services are considered highly specialized; and/or where the procurement process is considered to have high risk elements;

Development and management of a sourcing strategy for special items and the Long Term Agreements made with vendors;

Development and management of partnerships with UNOPS business units and service providers as well as a broader network of inter-agency entities and colleagues;

Leadership and management of the Procurement Operations team;

Oversight of procurement risk management in the department and across the Procurement Practice Group;  
Contribution to knowledge building and sharing in procurement practice;

Lead and manage technology initiatives on behalf of PSCPG;

Develop an analytics framework to support the business requirements for decision making and for timely reporting;

Develop an information collection and reporting framework that supports the sharing of procurement information for projects, clients, donors and other stakeholders.

1. Coordinate all functions of reporting units under Operations:

Manage all administrative issues related to Procurement Operations;

Closely coordinate all functions to ensure that all activities identified under the responsibility in the Procurement Work Plan are carried out as planned;

Manage all administrative issues related to Procurement Operations;

Oversee on a day-to-day basis performance management for reporting staff, financial management and supplier performance evaluation;

Ensure business efficiencies and gains through analysis, development and application of appropriate systems and technology platforms to enable to better perform operationally, including outreach, monitoring and process efficiencies;

Ensure all procurement IT systems are maintained and operating efficiently to support the procurement practice globally;

Ensure a robust analytics program for timely reporting of all key performance measures. In addition provide ad hoc analytics and reports as required;

The Deputy Director, as required will also assume and perform the functions of the Director, PSCPG during the absence of the Director.

## 2. Manage complex procurement processes :

Develop an internal procurement framework to guide the team through the procurement process consistent with the UNOPS procurement strategy and rules, the mandate of the PSCPG and the specific requirements of global procurement activities;

Coordinate operational plans and priorities, manage implementation, monitor progress and take decisions to meet objectives,

Approve, certify and/or authorize procurement requests and transactions ensuring compliance with established plans, allocation and UNOPS rules and procedures;

Analyze procurement trends across UNOPS and the UN system to identify where cost savings and economies of scale can be applied;

Evaluate complex or unusual situations and approve alternative approaches and solutions where regular procedures are not applicable;

Interact with clients and partners to discuss and resolve common concerns and agree on solutions to improve service delivery;

Develop Standard Operating Procedures (SOPs) for procurement to reflect best business practice;

## 3. Development and management of a sourcing strategy for special items and the Long Term Agreements made with vendors:

Establish a sourcing strategy for global procurement and special items and a framework for managing long-term agreements;

Negotiate and manage cost-effective long-term agreements for commonly-used and/or specialized goods and services to secure beneficial contractual arrangements for UNOPS, fulfill commitments and represent client's interests;

Develop and manage an evaluation system for vendor/supplier performance;

## 4. Development and management of partnerships with UNOPS business units and service providers as well as a broader network of inter-agency entities and colleagues :

Interact with UNOPS business unit 'clients' in order to develop a clear understanding of their procurement needs, interests and capacities and to manage problems and challenges effectively as they arise;

Establish and maintain a strong partnership with service providers to ensure economies of scale and client satisfaction.

Develop a network with interagency senior procurement colleagues to explore possible leverage across the UN system for the procurement of common goods and services.

## 5. Oversight of Procurement Risk Management:

Maintain a high level of awareness concerning potential risks that could occur at different stages during procurement activities i.e. in regard to the sourcing and selection of vendors, throughout the procurement process, and after the award of the contract;

Assess risks of all types, i.e. financial, legal, reputation of UNOPS etc, address these risks effectively through preventive actions and report incidents through appropriate management channels;

Analyze risks and choose actions consistent with UNOPS procurement rules, regulations and standards;

Assure all Sourcing, Solicitation and Contract Management/Administration procedures are current with state of the art practices and that record keeping and document management is in keeping with the UN Financial Rules;

Perform other related duties as required.

## Competencies

### Corporate Competencies:

Demonstrates commitment and integrity in line with UN values and ethical standards;

Promotes the vision and mission of UNOPS;

Displays cultural, gender, religious, ethnic, nationality and age sensitivity and adaptability.

### Functional Competencies:

#### Management and Leadership

Demonstrates strong leadership capability for large complex operations involving the direction and support to staff teams and effective partnerships with a wide range of internal and external clients:

Able to perform effective coaching, mentoring and facilitation roles

Builds strong relationships with clients and external partners;

Strong self-management skills to plan, manage, and deliver results

Remains calm under pressure.

#### Development and Operational Effectiveness

Thorough knowledge of world-wide public procurement, and legal aspects of contracting, contract negotiations and management/administration in multi-cultural environment;

Demonstrated knowledge and understanding of best practices in procurement as well as related issues and challenges;

Able to lead strategic planning, results-based management and reporting processes

Able to lead procurement processes using standard and 'cutting edge' procurement methods and tools, including electronic procurement tools;

Able to introduce strategic procurement approach to procurement planning and implementation, including sourcing and contract management;

#### Knowledge Management and Learning

Promotes a knowledge sharing and learning culture;

Able to advocate and provide policy advice;

Actively works towards continuing personal learning and development

#### Behavioral

Excellent interpersonal, team-based and presentational skills in a multi-cultural, multi-disciplinary and multi-sectoral environment;

Strong negotiation skills;

Strong networking skills to ensure effective collaborative relationships between UNOPS PPG and other UN agencies and other clients.

## Education

Masters degree in Business Administration, Supply Management, Law, Engineering or other related fields.

### Experience

Minimum of 10 years of relevant professional experience including at least 5 years in an international environment.

Professional certification (CIPS, ISM or similar) will be considered an asset

Managerial experience combined with demonstration of leadership required

Experience in procurement and contract activities ideally include managerial and coordination responsibilities, sufficient to control a variety of procurement and contractual activities occurring concurrently and a mastery of negotiation techniques to act on behalf of UNOPS during negotiation processes and setting up of long-term agreements. Experience in the design, implementation and use of electronic procurement systems and tools and strong analytical skills.

### Languages

English is a requirement. Knowledge of French and/or Spanish will be considered an asset

### Contract type, level and duration

Contract type: Fixed Term (FTA)

Contract level: P5

Contract duration: 1 year initially, renewable subject to satisfactory performance and funding availability

For more details about United Nations staff contracts, please follow this link:

<http://www.unops.org/english/whoweneed/contract-types/Pages/United-Nations-staff-contracts.aspx>

### Additional Considerations

- Please note that the closing date is midnight Copenhagen time (CET)
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.