

Vacancy Notice No: HQ/09/HQ/GMG/FT458

Date: 10 July 2009

Title: Procurement Officer

Deadline for application : **31 July 2009**

Grade: P4

Duty Station: Geneva Switzerland

Contract type: Fixed-term appointment

Organization unit: HQ/GMG General Management
(HQ/GMG) /

Duration of contract: 2 years

HQ/OSS Operational Support and Services
(HQ/OSS)

OBJECTIVES OF THE PROGRAMME :

Department of Operational Support and Services mission is:

- to ensure high-quality, consistent and responsive managerial and administrative services are provided to all programmes and staff in headquarters, and where relevant, to all regions of WHO;
 - to promote an efficient and collaborative customer-oriented working environment to achieve results.
- Contracting and Procurement Services (CPS) is one of the Services of OSS. It is responsible for purchasing or evaluating suppliers for a vast range of commodities for WHO's technical programmes and projects.

Description of duties:

The incumbent is a senior professional expert on procurement matters and provides advice on procurement and logistics matters, market possibilities, development of specifications and delivery schedules. Coordinates and collaborates with the Global Service Centre Procurement Services unit for procurement processes and activities. Participates and leads negotiations with suppliers. Ensures WHA and EB resolutions, WHO Manual, procurement practices, project documents and technical agreements, directives from executive management are available as guidelines.

The post provides specialist procurement knowledge and competencies to the Contracting and Procurement Service. The position may replace other purchasing specialist positions at the same level or may replace Coordinator, Contracting and Procurement Service when required.

REQUIRED QUALIFICATIONS

Education:

Essential:

University degree in law, pharmacy, biochemistry or microbiology or university degree in business administration or other related medical engineering fields.

Desirable:

Post graduate degree in relevant field of study, or equivalent training and experience.

Skills:

Knowledge of procurement procedures of WHO; technical knowledge of types of supplies and goods purchased by WHO for headquarters, regional offices and field projects; ability to take a leadership roll and to supervise staff maintaining a motivated team: ability to use computer systems pertaining to the treatment and processing of procurement. Persuasive and clear communication and interpersonal skills and technical knowledge of presentation software.

Other Skills:

Has completed full training in the procurement modules of the Global Management System or has

in depth knowledge of procurement through one of the major ERP softwares. Can trouble shoot catalogue maintenance issues and can analyse error reports from the system. Skilled in the use of forecasting software and web based catalogues.

WHO competencies:

Producing results

Building and promoting partnerships across the organization and beyond

Moving forward in a changing environment

Setting an example

Promoting WHO's position in health leadership

Experience:

At least seven years experience in procurement and the servicing of supplies and equipment as used by WHO, of which at least three to five years experience of procurement in WHO or an international organization, preferably where goods or services procured are in line with WHO requirements.

A sound knowledge of best practices of procurement and guidelines provided by leading procurement entities.

Proven problem solving and statistical analyses capacity.

Ability to manage and prioritize among projects. Proven ability to manage a team and perform well under pressure.

Extensive experience in negotiation and administrating complex contracts.

Extensive experience in the practical application of price/costs analysis techniques and processes, are/or forecasting.

Desirable:

E-commerce and procurement experience with UN or other national, international or multinational organizations.

Languages:

Excellent knowledge of English or French with working knowledge of the other. Working knowledge of other official UN languages would be an advantage.

Additional Information:

Other similar positions at the same level may be filled from this vacancy notice.

A written test may form part of the screening process.

This Vacancy Notice is published in English only.

Annual salary: (Net of tax)

USD 64521 at single rate

USD 69287 with primary dependants

Post Adjustment: 78 % of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

Online applications are strongly encouraged to enable WHO to store your profile in a permanent database. Please visit WHO's e-Recruitment website at: www.who.int/employment. The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

Applications from women and from nationals of non- and under-represented member states are particularly encouraged.

Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual. Only candidates under serious consideration will be contacted.

Currently accepting applications

Off-line applications should be sent to:

World Health Organization, HRD/HRQ
20, avenue Appia CH-1211 Geneva 27
Fax: +41227914864



WHO has a smoke-free environment and does not recruit smokers or other tobacco users.