

Job Description for Professional Posts

Reference: MT2024/06

Position and Grade: Associate Procurement Officer, P2

Organizational Unit: Office of Procurement Services
Department of Management

Duty Station: Vienna, Austria

Type/Duration of Appointment: FT – JPO, 1 year

Organizational Setting

The Department of Management (MT) provides a ‘platform of services’ that serves as a foundation for the successful delivery of the IAEA’s scientific and technical programmes. Its mission statement is as follows: “MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose”. Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment, and ensures that all Board documents are translated and distributed on a timely basis to Member States.

The Office of Procurement Services procures goods and services with over 100M Euros per year, a third of which is for delivery to counterparts in Member States, and the remainder is for delivery to the IAEA's Headquarters in Vienna, and its offices and laboratories. The Division procures, among others, specialized construction services, specialized equipment for use in the wide range of areas related to nuclear and radioactive technologies, activities and material, including medical area, as well as various laboratory supplies and analytical instruments.

Main Purpose

Reporting to the Team Leader, the Associate Procurement Officer assist the team in the procurement of a variety of commercially available goods and services.

Role

The Associate Procurement Officer is: (i) a technical assistant in the procurement of a specific range of commodities and services; (ii) an agent promoting the principles of best value for money at all stages of the procurement cycle; (iii) an analyst reviewing existing policy, processes and procedures and recommending improvements.

Partnerships

The Associate Procurement Officer interacts with international service providers, and representatives of commercial organizations to procure goods and services under the guidance of the Team Leader.

He/She collaborates with Technical Officers and Project Managers to define product/service requirements, provide advice during the procurement evaluation (including Total Cost of Ownership), and track reliability and maintainability of delivered equipment.

Functions / Key Results Expected

- Research and analyse the market, demand, stakeholders, and requirements and propose procurement approach.
- Prepare routine procurement plans, initiate and follow through on procurement projects.
- Prepare and issue tenders and contracts for goods, equipment and services.
- Support the team in the evaluation committee members through the tender process.
- Award and manage the contract during the post-award period by monitoring completion timelines and approved contracted budget, ensuring key performance indicators are documented and tracked.
- Meet with vendors to discuss performance issues that may have occurred.
- Keep abreast of best practices and make recommendations for continuous policy, systems and process improvements.

Competencies and Expertise (do not revise or edit)

Core Competencies		
Competence	Occupational Role	Behavioural Indicator
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen and understand the perspective of others and proposes solutions.
Achieving Results	Individual Contributor	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports team decisions.
Planning and Organizing	Individual Contributor	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans.

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Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Commitment to continuous process improvement	Associate	Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness and achieving efficiency gains. Actively supports the application of sound quality management standards and process improvement.
Partnership building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.
Persuasion and influencing	Associate	Expresses ideas and suggestions in a clear manner and demonstrates the ability to successfully persuade and influence others.

Expertise	
Expertise	Description
Administrative Support/Data Management	Ability to analyze information, identify critical elements, assess consequences of different courses of action and draw logical conclusions.
Administrative Support/Guidance and Training	Ability to actively share knowledge and information with others and adopt a learning approach towards work through training, mentoring or networking.
Procurement Services/Oracle Procurement	Familiarity using Oracle Procurement/iProc will be an asset.
Procurement Services/Procurement	Ability to be open to new ideas, understand the need for change, and adapt accordingly. Ability to identify and propose solutions to challenges.

Education, Experience and Language Skills

- University degree in Business Administration, Public Administration, Commerce, Engineering, Law or other relevant
- Minimum two years of relevant professional experience, preferably in an international environment.
- Some knowledge of international trading practices and of a sector related to the IAEA's mandate is an advantage.
- Proven track record of existing policies reviewed, and past role in contributing to the development and roll-out of new policies and processes.
- Fluency in written and spoken English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian, Spanish) and Ukrainian is an asset.

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