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JD ID:  
Position:  
Taleo Requisition ID:  
CCOG:

**Associate Procurement Officer  
(Junior Professional Officer)**

Central Services Division  
Administration and Management Sector  
Category and Grade: P2

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**1. Organizational Context**

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**a. Organizational Setting**

The position is located in Procurement Section, Central Services Division, Administration and Management Sector.

The Section is responsible for the procurement of general supplies, equipment, and professional services and works provided by commercial entities, non-profit organizations and individuals in order to support WIPO's various programs. The Section aims to provide responsive, effective, and quality procurement services and business advice, while achieving the best value for money and ensuring a fair, competitive and transparent process in accordance with sound procurement principles.

**b. Purpose Statement**

The JPO will assist in undertaking duties aimed at providing procurement expertise and assists clients and stakeholders to plan, develop, source and manage procurement arrangements to effectively meet organizational and business objectives, ensuring compliance with applicable rules and regulations. The JPO has legal authority to enter into commercial agreements on behalf of the Organization within the limits specified in applicable regulations.

**c. Reporting Lines**

The JPO works under the supervision of the Procurement Officer (Team Leader), in the Procurement Section.

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**2. Duties and responsibilities**

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The JPO performs the following principal duties:

- (a) Provide guidance to clients and stakeholders during all phases of the procurement cycle including planning, definition of the procurement approach, vendor performance and contract management.

- (b) Analyse requests for and carry out the full range of procurement activities including reviewing of specifications, tendering, running of selection processes and evaluation of suppliers.
- (c) Work to develop market expertise by regularly carrying out market research, analyse market trends, developments and buying best practices in order to maximize efficiencies.
- (d) Participate in contract negotiations and support the Team in securing high quality services at the right price that meet business objectives and are in compliance with WIPO's policy and procedural framework and guidelines; draft, review or sign contracts within delegated authority.
- (e) Regularly review the procurement plan for areas under his / her responsibility and monitor and follow up on actions to be completed; track and follow up on contracts to ensure that suppliers comply with the terms and conditions of the contract and bring issues and recommended actions to the attention of the Senior Procurement Officer (Team Leader); provide advice to Contract Managers on vendor performance reviews; collate and analyse data from reviews, report findings to Team Leader and make recommendations where applicable.
- (f) Prepare, certify and dispatch Purchase Orders on the basis of a complete Purchase Requisition, ensuring entry of accurate data; run regular monitoring reports, review and analyse data making the relevant recommendations; carry regular cyclical liquidation of Purchase Orders to avoid end-of-the year workload peaks.
- (g) Manage contract life cycles by maintaining accurate and reliable records in the Organization's IT systems; run regular reports on contract status, review and analyse data and recommend action where required.
- (h) Draft cases to the Contracts Review Committee and participate in other procurement-related meetings with clients and suppliers / vendors.
- (i) Provide information and guidance on procurement-related matters to staff across the Organization to encourage good governance and the adoption of best practice in procurement; encourage positive customer relationships with internal and external stakeholders.
- (j) Perform other related duties as required.

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### **3. Requirements**

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#### **Education (Essential)**

First-level university degree in procurement, business administration, public administration, commerce, engineering, law or a related field.

#### **Education (Desirable)**

Be at least Level 2 Chartered Institute of Purchasing and Supply (CIPS) certified or possess an equivalent level of qualification granted by a professional association or educational institute.

#### **Experience (Essential)**

At least three years of relevant professional experience preferably in procurement, contract management, contract administration, category management or a related field

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### **Experience (Desirable)**

Experience using electronic tendering systems and a procure to pay ERP module.

Experience carrying out procurement activities for indirect product and services at the international level for an intergovernmental or governmental organization or large multi-national organizations.

### **Languages (Essential)**

Excellent written and spoken knowledge of English.

### **Languages (Desirable)**

Knowledge of French or another UN language (Chinese, Spanish, Russian and Arabic).

### **Job Related Competencies (Essential)**

Sound understanding of procurement principles and practices with particular attention to contemporary strategic sourcing processes commonly used by best-in-class organizations and vendor performance management.

Good negotiation and contract management skills.

Good analytical skills and ability to conduct independent research and analysis, identifying issues, formulating options, and making conclusions and recommendations.

High level of service orientation.

Excellent communication skills, with the ability to communicate technical procurement matters in a simple, clear and concise manner.

Excellent problem-solving and facilitation skills. Organizational skills with the ability to work quickly and accurately under pressure in order to meet strict deadlines.

Excellent interpersonal skills and the ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.

Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and the Internet.

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## **4. Learning Elements**

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During this JPO assignment, the JPO will acquire skills and knowledge associated to public procurement, contract management, including preparation of contractual documents and vendor performance review through the use of a Contract Lifecycle Management tool, negotiation, digitalization, data management, and analytics, time management, sustainability, risk management and ability to adapt to change.

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## **5. Organizational Competencies**

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1. Communicating effectively.
2. Showing team spirit.
3. Demonstrating integrity.
4. Valuing diversity.
5. Producing results.
6. Showing service orientation.
7. Seeing the big picture.

8. Seeking change and innovation.
9. Developing yourself and others.