

Vacancy announcement

UN JPO Programme

JPO in Procurement

United Nations

*Department of Operational Support,
Office of Supply Chain Management,
Procurement Division*



Closing date
6 August 2021
24:00 KST

Vacancy Announcement #20P298

I General information

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| Title: | JPO in Procurement |
| Sector of Assignment: | Supply Chain Management, Procurement |
| Country: | USA |
| Location (City): | New York |
| Agency: | United Nations Department of Operational Support, Office of Supply Chain Management, Procurement Division. Management Services Communications Technology Section, Communications & Technology Team |
| Duration of Assignment: | Initially one year with the possibility to extend for a 2 nd year |
| Grade: | P2 step 1 in the first year |

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

For general information on the Korean JPO Program and additional conditions see the following website:
<https://UNrecruit.mofa.go.kr>

II Duties, Responsibilities and Output Expectations

Within the Communications & Technology Team of the Management Services Communications Technology Section, the JPO will support the procurement process for requirements related to the activities of Secretariat in NY and other duty stations mainly in the area of the procurement of communications and technology services and is expected to:

- Liaise with requisitioners, and project teams on the basis of approved requirements, in order to ensure clarity and completeness of requirements and to review and recommend appropriate course of procurement action;
- Determine, together with requisitioners, the commercial and technical criteria that will govern the evaluation of proposals;
- Formulate tender documents, be responsible for clarification of terms and conditions of tender in order to ensure that the requisitioner provide any additional technical information in response to queries from prospective suppliers prior to due date.
- Issue Requests for Information, Request for Expressions of Interest, tender documents, purchase orders and contracts;
- Prepare the commercial analysis of proposals based on data compiled from offers received
- Serve as focal point for soliciting any additional clarification from suppliers required to complete the evaluation process;
- Liaise with Requisitioners during the evaluation process to ensure an objective analysis of technical aspects of offers, make a recommendation for award taking into accounts the technical and commercial elements;
- Conducts contract administration role, including execution of contract amendments, recommendation of actions following receipt of feedback to the Procurement Division the requisitioner.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will be able to:

- formulate tender documents to procure a wide range of goods and services primarily for project activities
- Conclude procurement actions by recommending awards in accordance with the United Nations Financial Regulations and Rules and the established procedures and practices governing procurement by the United Nations.
- Draft contracts in accordance with United Nations requirements.
- Use SAP and UN systems in relation to procurement transactions.
- Learn modern construction contract forms.

IV Supervision

Title of Supervisor:

Team Leader, Communications & Technology Team
Management Services Communications Technology Section
Technology & Infrastructure Support Service

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

V Required Qualifications and Experience

Education:

Advanced University degree (Master's degree or equivalent) in business administration, public administration, commerce, engineering, law or a related field. A first level university degree with a relevant combination of academic qualification and experience in the related area may be accepted in lieu of advanced university degree.

Work experience (incl. internships and volunteering):

A minimum of two years of working experience in a field related to procurement, contract administration or project management. An experience with ICT acquisition process or equivalent is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required.

Other skills:

Experience in excel and word.
Experience with SAP desirable

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Add indicator if necessary

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in

sharing information and keeping people informed

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

VI Background information on Agency/Department/Section

The Procurement Division of the United Nations Secretariat is responsible for procurement of a wide range of goods and services in support of the activities of Departments and Offices in the United Nations Secretariat including Offices Away from Headquarters, Commissions and Tribunals. The JPO will be assigned to the , Communications & Technology Team, which is responsible for procurement of goods and services for the operations of these locations. Communications & Technology Team is in need of a JPO to assist in the managing several communications and technology based projects in support of the [Secretary General's Data Strategy](#).

VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2021 (Born on or after Jan. 1 1989) (The maximum age limit for those who served in the military will be extended accordingly*)
- Male applicants shall have completed the Korean military service or be exempted from it.

* Age limit for male candidates who have completed military service:

- Less than one year will be extended for one year;
- one year above and two years under will be extended for two years;
- two years or more will be extended for three years.

* To be discharged from military service in the year of the application may apply

VIII How to apply

Applicants should submit their application electronically directly to the Organization.

All documents should be in English.

Candidates for this position apply **online** via the Online Application System (OAS)* portal link provided on <https://www.un.org/development/desa/jpo/vacancies/2021/06/jpo-programme-of-the-republic-of-korea/>

*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **6 August 2021 (24:00 KST)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register
- A copy of the university degree
- A certificate of English language proficiency. Applicants should submit a minimum of
(1) IBT TOEFL score of 100 (or PBT TOEFL 600 and above) or
(2) NEW TEPS score of 430 or
(3) IELTS 7 or (4) TOEIC 900
(TOEFL 'MyBest Scores' are not accepted)
- Only for male applicants: A certificate of Korean Military Service. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the military service law.
- Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]