



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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DEADLINE FOR APPLICATION: 16 November 2021

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Procurement Officer (short term)	N/A	Geneva, Switzerland	To be determined	Short-term 11 months

ORGANIZATIONAL UNIT

Procurement Section
Governance Services Department

WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.

DUTIES AND RESPONSIBILITIES

Background:

The current WMO headquarters building in Geneva was constructed 22 years ago. Given the age of the systems, and to avoid critical systems failures which would create health and safety issues for staff and visitors, the organization has decided to launch several major renovation and refurbishment projects. The action plan to modernize the building is guided by four overarching goals:

1. Discharging duty of care for the entire WMO community
2. Greening WMO
3. Protecting and preserving the building
4. Installing sustainable systems and structures

The above-mentioned action plan involves several large-scale procurement processes and will create an exceptional peak workload in the procurement area. Therefore, WMO is looking for specialized procurement support for a period of 11 months starting as soon as possible. The incumbent will work in the Governance Services Department and report to the Senior Procurement Officer.

The incumbent will perform the following duties:

Provide support to a team of Procurement Officers in all procurement and contractual aspects of projects of significant complexity related to WMO Building Renovation activities and other diverse services and commodities;

Respond to the requisitioning units and recipient entities on the full range of procurement issues, providing advice at all stages of the procurement cycle with full compliance to WMO Process and Rules;

Prepare/oversee tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of requirements and cost of procurement involved;

Prepare abstracts of offers and compile data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of Procurement Officers.

Formulate strategies and design innovative solutions to resolve issues/conflicts for complex procurement projects;

Establish and maintain work program and schedule for ongoing/new projects and contribute to the process of procurement planning including the associated activities;

Participate in negotiations with senior supplier representatives; prepare Procurement Contracts/LTAs for the signature of the relevant senior staff for review and subsequent approval;

Conduct market research to keep abreast of market developments; research and analyze statistical data and market reports on the world commodity situation, production patterns and availability of good and services;

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) or bachelors' degree in business administration, public administration, commerce, engineering, law or a related field. Extensive qualifying experience and relevant certifications in procurement may be accepted in lieu of the university degree.

Experience

A minimum of five years of progressively responsible professional experience in procurement, contract management or related area. Experience in the area of the building renovation projects in the Geneva area is an asset.

Languages

Fluency in English and French (both oral and written) is required.

(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

Identify new technologies, and products/services, evaluate and recommend potential supply sources and participate in the incorporation of research results into the procurement program;
Oversee adherence to contractual agreements, recommend amendments and extensions of contracts, and advise concerned parties on contractual rights and obligations;
Prepare a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.;
Research, retrieve and present information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market.
Provide guidance to new/junior staff and interns;
Perform other duties as assigned.

The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.

Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

Additional Information:

Salary is commensurate with UN P.3 level. Only applicants in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written assessment and/or an interview.

Date of issue of vacancy notice: 19 October 2021