



## General Secretariat (GS)

Geneva, 6 March 2025

E-mail: HRerecruit@itu.int

To the Director-General

### **Circular letter No. 25/19**

Subject: **VACANCY NOTICE No. 1962P-2025/SG-FRMD/EXTERNAL/P4 "Senior Procurement Officer"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

**I would be grateful if Administrations would invite qualified candidates and especially women candidates to apply for the above position not later than 06/05/2025 on ITU career website:**

#### **Senior Procurement Officer**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Doreen Bogdan-Martin

Secretary-General

Annexes: **VACANCY NOTICE No. 1962P-2025/SG-FRMD/EXTERNAL/P4 "Senior Procurement Officer"**

# Job Title: Senior Procurement Officer

## INTERNATIONAL TELECOMMUNICATION UNION

*ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems.*

### Senior Procurement Officer

**Vacancy notice no:** 1962

**Sector:** SG

**Department:** FRMD

**Country of contract:** Switzerland

**Duty station:** Geneva

**Position number:** FI04/P4/472

**Grade:** P4

**Type of contract:** Fixed-term

**Duration of contract:** 2 years with possibility of renewal

**Recruitment open to:** External

**Application deadline (Midnight Geneva Time):** 6 May 2025

## ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

Within the General Secretariat, the Financial Resources Management Department (FRMD) advises the Secretary General on financial resources management, accounting issues and procurement. It manages ITU's financial resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial, budgetary and procurement matters, with a goal to strengthen ITU's financial system.

## **DUTIES AND RESPONSIBILITIES**

In the Financial Resources Management Department, under the supervision of the Head of the Procurement Division and within limits of delegated authority, the Senior Procurement Officer is responsible for the following duties:

- Support and act as the focal point for special construction projects, building works, and facilities services by coordinating procurement activities related to these projects, providing specialized advice and guidance to the ITU Head of Procurement, Senior Managers and experts at all stages of the process ensuring the proper application of administrative policies, principles, procedures and rules governing ITU procurement.
- Plan, develop, manage, conduct, and supervise highly complex construction and facilities related procurement activities, as well as global procurement of diverse services and commodities.
- Recommend solutions to resolve issues and conflicts to complex and wide-reaching procurement requests.
- Provide specialized advice to requesting units and recipient entities on the full range of procurement issues, providing support and guidance throughout all stages of the procurement cycle.
- Prepare invitations to tender; identify qualified bidders to be invited to submit proposals and provide accurate and consistent project clarifications to prospective bidders ensuring they fully understand the procedural requirements. Manage all aspects of bid and proposal evaluations.
- Prepare draft contracts and other agreements related to the Union's procurement activities. Undertake complex negotiations with vendors as required, approve procurement orders within the authorized limit, and, when the amount exceeds the authorized limit, submit the orders to the authorized official for signature.
- Oversee adherence to contractual agreements, recommend amendments and extensions of contracts and advise concerned parties on contractual rights and obligations, payment schedules and invoices.
- Conduct market research to keep abreast of developments, including the analysis of statistical data and market reports; establish contacts and build networks with potential suppliers, expanding the existing procurement roster.
- Evaluate and recommend potential supply sources and participate in the incorporation of research results into the procurement program.
- Prepare various procurement-related documents including reports, tenders, communications, guidelines, and instructions.
- Perform other related duties as assigned.

## **CORE COMPETENCIES**

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

## **FUNCTIONAL COMPETENCIES**

Analysis, Judgement and Decision Making  
 Client and Service Orientation  
 Planning and Organising  
 Successful Management

## **TECHNICAL COMPETENCIES**

- Solid knowledge of public procurement in international organizations.
- Understanding of the Financial Regulations and Rules of international organizations, particularly those related to the administration of procurement procedures.
- Excellent project management skills, including result-based management and work planning.
- Working knowledge of risk assessment.
- Knowledge of industry standards, procurement best practices, and modalities for procuring works and services related to construction and facilities.
- Knowledge of SIA and FIDIC tendering and contracting practices.
- Proven conceptual, analytical, and evaluative skills, with the ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations.
- Working knowledge of sustainability criteria in construction related project.
- Proficiency in computer skills.
- Knowledge of Copilot is an advantage.

## **QUALIFICATIONS REQUIRED**

### **Education:**

Advanced university degree in Business/Supply Chain, or Engineering, Architecture, Facilities Management, Commerce, or a related field OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Membership in a professional organisation would be highly desirable and advantageous (e.g., Chartered Institute of Procurement & Supply CIPS, Institute of Engineers, Architects). Additional certifications such as PMP, LEED, or equivalent, with a focus on sustainability and environmental management, would also be advantageous.

### **Experience:**

At least seven years of progressively responsible experience in construction and facilities related works and services procurement, including at least three at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Experience in construction works and facilities services related projects is required, particularly within Europe would be highly advantageous.

Experience with SAP or other ERP systems.

Experience with electronic tendering system.

Proven experience in the procurement of works and services for construction and facilities management projects.

Proven experience in high value, cross divisional, sensitive projects.

### **Languages:**

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage.

(Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when

candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration).

## **BENEFITS AND ENTITLEMENTS**

### **Salary:**

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. Annual salary from \$ 84,672 + post adjustment \$ 57,662

Other allowances and benefits subject to specific terms of appointment, please refer to: [https://jobs.itu.int/content/What-we-offer/?locale=en\\_U](https://jobs.itu.int/content/What-we-offer/?locale=en_U)

## **INFORMATION ON RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

*ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.*