



Job Description

Unit Head (Procurement Unit)(P2) - (2019/0277 (060046))

Organization MTGS-Procurement Unit

Primary Location Austria-Vienna-Vienna-IAEA Headquarters

Posting Date 2019-05-20, 3:15:12 PM

Closing Date 2019-07-01, 10:59:00 PM

Duration in Months: 36

Contract Type: Fixed Term - Extrabudgetary

Probation Period: 1 Year

Organizational Setting

The Department of Management's Division of General Services (MTGS) provides support functions to the IAEA through its five Sections, namely the Archives and Records Section (ARMS), the Commissary Management Section (CMS), the Facilities Management Section (FMS), the Transport and General Support Section (TGSS), and the Seibersdorf Laboratories Services Section (SLSS). Among the five Sections, the Commissary Management Section (CMS) is responsible for the management of the Agency's tax and duty-free store at the Vienna International Centre. The Commissary is operated under the authority of the Director General of the IAEA and regulated by the HQ Agreement with the Host Country. It was established as a self-sustaining and non-profit making operation in order to facilitate the purchase of limited quantities of consumer goods by the diplomats of Permanent Missions of Member States accredited to the UN organizations, staff members of the UN organizations based at the VIC as well as of other authorized organizations.

Main Purpose

Under the guidance of the Head, Commissary Management Section, the Unit Head establishes and maintains an international assortment of merchandise commensurate with customers' preferences and in conformity with the IAEA Headquarters Agreement clauses on the establishment of a Commissary. She/he is expected to ensure optimum stock levels at all times.

Role

The Head, Procurement Unit is: (1) a contracting authority within delegated limits; (2) a specialist in the procurement of consumer products; (3) a financial and commercial evaluator in the tendering and contracting process for the procurement of a specific range of consumer products as defined by the Headquarters Agreement; (4) a focal point in communication with suppliers.

Functions / Key Results Expected

- Carry responsibility for and enforce the proper operation of the Commissary's procurement activities, which involves on-going market research, stock management with respect to economic order quantities, order frequencies, reorder quantities and expiry dates of goods to avoid out of stock situations, considering seasonal fluctuations of demand and lead time.
- Take accountability for the contents of the orders placed and exercise delegated signatory power for purchase orders within stipulated limits in the Commissary Procurement Guide.
- Ensure a high level of customer satisfaction by establishing and innovatively maintaining an international assortment of high-quality merchandise which is competitively priced. Continuously streamline the assortment based on best commercial practice, ensuring sufficiently high turnovers of stock items, where applicable return agreements with suppliers to pre-empt ageing and obsolete stock items and avoiding slow moving and obsolete stock.
- Evaluate and compare all aspects of in stock cost calculations for offers from suppliers including price, quality, expiry dates, promotions support, transport costs, delivery modalities, currencies and reliability of suppliers; support Procurement Unit staff.
- In consultation with the Head, Commissary Management Section, prepare written supply agreements with major suppliers and is responsible for discussing such agreements with smaller suppliers in the best commercial interest of the Commissary; arrange for monthly price-offs and gift-with-purchase promotions as well as external shelving and sales support; troubleshoot when problems with suppliers occur; conduct regular supplier performance meetings.
- In consultation with the Head, Commissary Management Section, carry responsibility for the procurement of all goods-not-for-resale between a value of 3 000 and 15 000 each. Acts as one of four Commissary Low-Value-Purchasers for the procurement of goods-not-for-resale up to a value of 3 000 each.

Competencies and Expertise

Core Competencies

Name	Definition
Planning and Organizing	Sets clearly defined objectives for himself/herself and the team or Section. Identifies and organizes deployment of resources based on assessed needs, taking into account possible changing circumstances. Monitors team's performance in meeting the assigned deadlines and milestones.
Communication	Encourages open communication and builds consensus. Uses tact and discretion in dealing with sensitive information, and keeps staff informed of decisions and directives as appropriate.
Achieving Results	Sets realistic targets for himself/herself and for the team; ensures availability of resources and supports staff members in achieving results. Monitors progress and performance; evaluates achievements and integrates lessons learned.
Teamwork	Encourages teamwork, builds effective teams and resolves problems by creating a supportive and collaborative team spirit, remaining mindful of the need to collaborate with people outside the immediate area of responsibility.

Functional Competencies

Name	Definition
Commitment to continuous process improvement	Assesses the effectiveness of functions and systems as well as current practices; streamlines standards and processes and develops innovative approaches to programme development and implementation.
Partnership building	Identifies interests and goals common to the Agency's partners and its stakeholders to foster partnership building. Promotes collaboration with partners, colleagues across teams and stakeholders.
Persuasion and influencing	Develops consensus on ideas and recommendations affecting own teams or Sections and other teams. Facilitates discussions and gives consideration to a range of interests, options and possibilities.

Required Expertise

Function	Name	Expertise Description
General Services	Data and Information Analysis and Reporting	Ability to evaluate offers and analyse statistics.
General Services	Inventory and Supply	In-depth familiarity with the consumer goods market as well as the ability to assess market trends and to make projections for future development within the consumer goods market.
Administrative Support	MS Office (Word, Excel,	Advanced IT skills, including practical experience with MS Office, databases and dedicated retail IT

Outlook, PowerPoint) systems.

Procurement Services Procurement Sound knowledge of standard business administration principles with an emphasis on procurement and marketing.

Qualifications, Experience and Language skills

- University degree (Bachelor's Degree) or equivalent in commerce, procurement, marketing, business or a similar field.
- Minimum of two years of procurement experience, preferably in a duty free and/or an international retail/wholesale environment.
- Experience in performing high level merchandising and procurement activities and related duties required.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, English, French, Russian and Spanish) is an asset.

Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at **US \$47322** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$ 19639***, dependency benefits, [rental subsidy](#), [education grant](#), [relocation](#) and [repatriation expenses](#); 6 weeks' annual vacation, [home leave](#), [pension plan](#) and [health insurance](#)

Applications from qualified women and candidates from developing countries are encouraged

Applicants should be aware that IAEA staff members are international civil servants and may not accept instructions from any other authority. The IAEA is committed to applying the highest ethical standards in carrying out its mandate. As part of the United Nations common system, the IAEA subscribes to the following core ethical standards (or values): [Integrity](#), [Professionalism](#) and [Respect for diversity](#). Staff members may be assigned to any location. The IAEA retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade or with a different contract type, or to make an appointment with a modified job description or for shorter duration than indicated above. Testing may be part of the recruitment process
