

COUR INTERNATIONALE DE JUSTICE

INTERNATIONAL COURT OF JUSTICE

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141507

Le 26 février 2013

Cher Monsieur,

Je me réfère au projet de rapport en date du 19 février 2013, référence IAD 13-03973, que vous avez eu l'obligeance de me faire tenir.

Tout d'abord, je tiens à vous exprimer tous mes remerciements pour l'excellent travail fourni par votre équipe. Les observations que vous avez bien voulu formuler, à titre consultatif, seront très précieuses pour la Cour. Le Greffe est heureux de saisir l'occasion que vous lui offrez d'améliorer l'organisation de son service des achats et fera tout ce qui est en son pouvoir pour mettre vos conseils en pratique.

/. Aux fins de renforcer le secteur des achats et contrats au sein du Greffe, la Cour a demandé un poste supplémentaire dans ce domaine au titre de ses propositions budgétaires pour 2014-2015. La description de poste correspondante figure en annexe à la présente.

Je vous serais reconnaissant de bien vouloir me communiquer toute observation que vous souhaiteriez faire concernant le profil que le Greffe entend attribuer à ce poste.

En vous remerciant de l'attention que vous voudrez bien réserver à la présente, je vous prie d'agréer, Cher Monsieur, les assurances de ma considération distinguée.

Le Greffier de la Cour,

A handwritten signature in black ink, appearing to read 'Philippe Couvreur'.

Philippe Couvreur.

M. Christopher F. Bagot  
Bureau des services de contrôle  
Division de l'audit interne  
Nations Unies  
Genève

# Form 13: Posts

**SECTION:** Head of Procurement, Building Services and General Assistance Unit  
(number and name)

**COMPONENT OF**

**THE BUDGET:**  Policy-making organs  Programme of work  
(check one only)  Executive direction and management  Programme support

**SUBPROGRAMME:** Facilities Management and General Assistance

**PROPOSED CHANGE:**  New post  Conversion (from GTA or XB or temporary post)  
(check one only)  Reclassification  Redeployment (specify from... to...)

**JOB DESCRIPTION INCLUDED:**  Yes  No (please specify which generic job profile is being used)  
GJP Procurement Officer – P3

**Briefly describe the reasons for the proposed change in the organizational structure (i.e. Is the proposal driven by new mandates approved by legislative bodies? Or is the proposal related to realignment of resources?...etc)**

The creation of this post is essential to meet the present needs in the area of Procurement, Building Services and Facilities Management, where over time, the importance, magnitude, volume and complexity of in particular contractual procurement matters has risen significantly and requires a planned approach.

**Briefly describe the functions/responsibilities related to the proposed change**

The creation of the new post will provide support and structure to procurement activities in the Registry; the procurement officer will supervise the tasks of the GS procurement assistant and of the General Assistance Unit and will thus enhance synergy with building services, facilities management and supply.

**Explain why the roles and functions could not be undertaken within the approved staffing structure**

At present, there is only one post, at the General Service level, dedicated to procurement, building services, facilities management, inventory, and supply which has become by far insufficient to meet the present requirements in this area.

The Registry needs a post at the Professional level in order to address procurement and facilities management and coordination in a comprehensive manner, and to deal with its complexity at the required level with all Head of Units and senior management.

**Outline the effect of the proposed change on the organizational structure of the organizational unit as well as the impact on the delivery of programmes and activities**

The proposed change (creation of new post) would ensure for procurement, building services, facilities management, inventory and general assistance to have its own required «independent» place in the organization, allowing for synergy between the various functions, as well as the appropriate coordination with the other units. It would more over allow the Administrative and Personnel Division, responsible for procurement, general assistance and personnel matters, to dedicate its limited staff resources better to (strategic) human resources management, which is what the Court requires.

**GENERIC JOB PROFILE**  
**Procurement Officer – P3**

**Organizational Setting and Reporting Relationships:** These positions are located in the Procurement Division, Department of Management and in Peace-keeping Missions in the Department of Field Support, as well as in other UN offices outside of Headquarters. Incumbents typically report to a Head or Deputy Head of a unit or to a senior Procurement Officer.

**Responsibilities:** Within delegated authority and depending on location, the Procurement Officer may be responsible for the following duties: *(These duties are generic, and may not be performed by all Procurement Officers.)*

- Plans, develops and manages all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities (e.g. information technology, electronic equipment and instruments, vehicles, medicines, foodstuffs, building maintenance materials, office supplies, construction, furniture, etc.), taking into account local economic and other conditions.
- Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
- Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations.
- Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects.
- Establishes and maintains work program and schedule for ongoing contracts and newly-planned ones.
- Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services.
- Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program.
- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.
- Provides guidance to, and may supervise, new/junior staff.

**Work implies frequent interaction with the following:**

Specialists at duty station, as well as other duty stations.

Colleagues and senior staff throughout the UN, both inside and outside the duty station.

Government officials and counterparts in other UN organizations, businesses or industries.  
Vendors and suppliers.

**Results Expected:** Plans and manages technically and legally complex procurement operations, ensuring efficient delivery and disposition of quality goods/services at maximum cost efficiency and in accordance with UN procurement policy and practices. Proposes innovative solutions to problems/conflicts which may arise. Interacts effectively with all parties involved in the procurement process.

**Competencies:**

- **Professionalism:** Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services. Knowledge of contract law and expertise in handling complex contract issues. Knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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 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.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **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.

- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

#### **Qualifications:**

**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 in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of five years of progressively responsible experience in procurement, contract management, administration or related area.

**Language:** Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

**Other:** *(To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)*

*Last revision: May 2008*