



Post Title: Procurement Assistant
Domain: Procurement Unit
Post Number: 1ITSCPA 112TP
Grade: GS-5
Organizational Unit: Abdus Salam International Centre for Theoretical Physics
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Project Appointment – 1 year
Deadline (midnight Trieste time): **28-MAR-2023 (DEADLINE EXTENDED)**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Only Candidates who are entitled to work in the E.U. can apply

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Within the Procurement Unit and under the direct supervision of the Senior Procurement Assistant, the incumbent will perform regular procurement actions, prepare tenders and collaborate with ICTP colleagues to ensure effective procurement actions and safeguard the interest of the Institute in negotiation with suppliers.

Essential responsibilities include :

- Gathering all information with stakeholders to understand the requirements of the purchasing process;
- Advising ICTP staff on procurement rules, regulations and procedures to follow;
- Performing market research;
- Preparing and publishing documents, following the bidding process and performing the evaluation with the relevant colleagues;
- Communicating and negotiating with vendors in the interest of the Organization;
- Issuing standard contracts following the selection of the service providers;
- Liaising between client offices and vendors to resolve any problematic matter; monitor delivery of goods and services;
- Evaluating the performance of the vendors;
- Ensuring the contracts are properly closed;
- Performing any other task required within the procurement office

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Accountability.
- Communication.
- Teamwork.
- Innovation.
- Results focus.
- Planning and organizing.
- Knowledge sharing and continuous improvement.

For detailed information please consult the [UNESCO Competency Framework](https://en.unesco.org/sites/default/files/competency_framework_e.pdf)
https://en.unesco.org/sites/default/files/competency_framework_e.pdf

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- At least five (5) years of experience in Procurement with proven experience in working on tenders of a significant value

SKILLS/COMPETENCIES

- Knowledge of procurement processes, policies and procedure
- Good knowledge of Excel and ERP systems
- Excellent communications skills and ability to work in team
- Good analytical and problem-solving skills to identify issues and provide options
- Ability to provide service oriented and timely support and services

LANGUAGES

- Excellent knowledge (spoken and written) of English and Italian

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in an international environment.
- Experience in a scientific organisation or educational institute.

LANGUAGES

- Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish).

ADDITIONAL INFORMATION

Only candidates who are entitled to work in the E.U. may apply to this position. Please note that for this position UNESCO will not reimburse expenses such as travel in connection with interviews, tests and relocation.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For more information in benefits and entitlements, please consult [ICSC website](#) and [UNESCO's career website](#).

MORE INFORMATION

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO careers website. No modifications can be made to the application submitted.

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.

UNESCO 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.

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet* > *Tools* > *HR Apps* > [Careers](#). If you are working remotely, you should connect to Careers portal through *connect.unesco.org*

For all other candidates: <https://careers.unesco.org>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

E-mail: personnel_office@ictp.it, phone: +39-040-2240-595/596/695