



International Training Centre
Centre international de formation
Centro Internacional de Formación

CALL FOR CANDIDATES

Position: Team Leader.
Grade: P.5
Project Title: Common Procurement Certification Scheme for the UN.
Deadline for Application: 03 September 2004.
Duty Station: Turin, Italy, with frequent travels to UN Agencies Headquarters.
Term of Appointment: One year fixed-term project based contract.

PREAMBLE

The International Training Centre of the ILO in Turin was entrusted by the UN/IAPWG (Inter-Agency Procurement Working Group) with the development and introduction of a “Common Procurement Certification Scheme for the UN”. The Project outputs are:

1. compilation and selection of the complete set of course modules required for UN certification;
2. establishment of a network of 40 project-trained UN procurement trainers;
3. development of a project’s electronic platform hosted at UNGM portal;
4. development of an operational UN professional certification scheme in procurement.

The project will be implemented in close collaboration with UNSSC (United Nations System Staff College) and IAPSO (Inter-Agency Procurement Services Office) which were allocated specific roles in project delivery, and post implementation responsibilities.

DESCRIPTION OF DUTIES

The Project Team Leader will work under the direction of the Head of the Management Development Programme of the ITC/ILO and will lead a team of UN procurement specialists and consultants involved in project implementation. The Team Leader will also coordinate the inputs of UNSSC and IAPSO which are cooperating agencies in project implementation and which will subcontract a number of activities as per the overall indications in the Project Document that will need to be further specified at the time of project inception. The Team Leader will be responsible for timely delivery of project outputs as well as securing the necessary clearances from IAPWG – the Project Steering Committee.

The incumbent will discharge the following tasks:

1. Detail/elaborate the list of competencies established by UN/IAPWG for successful implementation of the procurement process in the UN.
2. Coordinate with IAPSO for collection of UN training/learning resources in procurement management as well as those from professional external procedures.
3. Invite nominations for the membership of the Project Task Force in charge of reviewing the spectrum of competencies for UN procurement certification and mapping the contents of the selected learning resources against the aforementioned list of competencies.

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4. Supervise the work of the Task Force in adapting the selected learning resources into a user friendly and coherent training package for UN certification.
5. Invite and screen applications from potential UN procurement trainers from various UN Agencies/Funds/Programmes who will subsequently be responsible for delivery of in-house training courses in dispatching Agencies/Funds/Programmes.
6. Design and deliver two training of trainers workshops in Turin and New York for the selected network of UN procurement trainers.
7. Review the UN trainers “action plan” for supplementing the course modules with in-house UN agency-specific procedural requirements as elaborated in the workshops under (6) above, and thereafter provide the network with technical and pedagogic support in collaboration with UNSSC.
8. Provide guidance to the work of IAPSO in the development of the electronic platform of the project on UNGM website. The platform will host UN procurement curricula, an e-forum for the UN network of trainers, calendar of UN agency training activities and dates for the certification tests plus the UN certification guide.
9. Supervise the work of the Project Task Force in charge of developing the testing requirements for the dual-track UN professional procurement certification scheme in collaboration with UNSSC.
10. Secure IAPWG approval for the UN certification scheme and composition of the Certification Panel.
11. Arrange for coordinating two certification examinations within project duration.
12. Develop the operational modalities for sustainable continuation of UN certification on cost recovery basis by, inter alia, a joint committee of UNSSC and ITC/ILO.

QUALIFICATIONS REQUIRED

- a. Advanced university degree in a relevant discipline (e.g. Law, Public Administration).
- b. Minimum 10 years of experience in procurement or in a relevant field of training (training design, curriculum development and training evaluation), and educational testing/certification services.
- c. Demonstrated leadership and interpersonal skills, work experience in a multinational team is necessary as well as ability to deliver under tight deadlines.
- d. Proficiency in English. Knowledge of additional working languages (French and/or Spanish), an asset.

APPLICATIONS

Qualified candidates may submit the application through form ILO 255 (Personal History Form) available from the Web Centre's page: <http://www.itcilo.org/jobs> either by e-mail to HRS@itcilo.org or by normal mail to the Human Resources Services. **The deadline for receiving candidatures is 03 September 2004.**

The Head of the Management Development Programme of the ITC/ILO reserves the right to appoint a candidate at a grade lower than the advertised grade of the post.

Turin, 27 July 2004