



The recruitment policy of the WTO is to seek to attract and retain staff members offering the highest standards of competence, efficiency and integrity. As an Equal Opportunities Employer, the WTO gives full regard to merit and diversity.

Vacancy Notice No.: EXT/F/15-62

Issued on: 22 December 2015

Title: Buyer

Application Deadline (CET): 21 January 2016

Grade: 5

Division: Administration and General Services (274)

Contract Type: Fixed-term

Starting Salary: CHF 72,251 net per annum (approximate)

Duration: Two years with the possibility of extension.

Other Conditions: In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.

The World Trade Organization offers an attractive compensation package including an annual net salary (subject to mandatory deductions for pension contributions and health insurance), dependency benefits, pension plan, health insurance scheme, separation grant, and 30 days annual leave. Benefits for internationally recruited staff may include travel and removal expenses on appointment and separation, installation grant, education grant, rental subsidy, and home leave.

Additional information on the compensation package is provided on the WTO website:

http://www.wto.org/english/thewto_e/vacan_e/comp_package_e.pdf.

The Secretariat of the WTO is seeking to fill a position of Buyer in Procurement Service of the Administration and General Services Division.

General Functions

Reporting to the Head of Procurement Service and working closely with other members of the Procurement Service and on the basis of the Financial Rules, the Procurement Policy, and the manual of procedures and other rules applicable to WTO procurement, the incumbent will undertake the following responsibilities:

1. Advise requesting units on procurement methodology and process planning.
2. Perform routine procurement tasks: check requests from different WTO Divisions; confirm budgetary estimates; source suppliers; call for and receive bids/proposals; conduct comparative analysis of and decide on products/services in accordance with criteria relating to quality, price and the length of time required to deliver goods or complete services contracts.
3. Manage suppliers: update the supplier database on a regular basis; monitor the market with a view to identifying new suppliers; evaluate supplier performance.
4. Prepare purchase orders: using Oracle, prepare purchase orders taking into account relevant budgetary codes and cost centres; follow up orders placed with suppliers and ensure that contract deadlines are met.
5. Invitations to bid/requests for proposals: participate in the preparation of local and international invitations to bid/requests for proposals while ensuring that the financial regulations

are applied. Such invitations to bid/requests for proposals cover a wide variety of fields relating to the routine activities of the Secretariat, many of which involve the procurement of IT equipment and services, and activities under the WTO single site project; participate in the preparation of submissions to the Contracts Committee; participate in the preparation/negotiation of contracts and framework agreements.

6. Perform tasks relating to the recycling or disposal of obsolete WTO equipment.
7. Help with updating statistics data relevant to the work of the team.

REQUIRED QUALIFICATIONS

Education:

Completion of secondary school and/or equivalent technical or commercial studies in procurement. A recognized professional training and/or certification in the area of procurement (CIPS or equivalent). Higher-level studies with specialization in a discipline related to procurement would be an advantage.

Knowledge and Skills:

Proficiency in MS Word, Excel, Outlook and PowerPoint; proficiency in Oracle I-Procurement or another procurement system.
Excellent drafting skills.

Knowledge and good understanding of the (WTO) Financial Rules and Regulations, in particular to the regulations focusing on the administration of procurement procedures.
Working knowledge of the Public Procurement cycle.
Specific knowledge of the procurement of IT equipment and services.

Confidentiality skills to ensure that information is accessible only to those authorised to have access.

The following interpersonal capabilities are required: relate to and build relationships with colleagues; communicate information in a clear way and understand information; persuade others to a point of view using facts; present technical facts to knowledgeable specialised audiences; and work as a member of a group, relating to others, while working independently to achieve his/her objectives.

Ability to work under pressure and respect deadlines.

Work Experience:

At least five years of relevant work experience in an international organization, government or in the private sector, two of which working within a procurement function. Previous experience in market research and supplier management.

Languages:

Excellent knowledge of English and French, both oral and written, is required.

Additional Information:

The position may be offered at a lower grade if the selected candidate does not fully meet all the required qualifications.

Only applications from nationals of WTO Members will be accepted.

The WTO may use various communication technologies such as video or teleconference for the assessment and evaluation of candidates. The recruitment process may also involve the use of various forms of testing, assessment centres, interviews and reference checks.

Candidates not selected whose performance in the selection process nevertheless shows them to be suitable for a similar position may be kept on a roster for up to 18 months, and may subsequently be called upon as and when the need arises for additional resources.

APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW

Please note that all candidates must complete an online application form.
To apply, please visit the WTO's E-Recruitment website at: <https://erecruitment.wto.org>.
The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the closing date – Central European Time (CET) – stated in the vacancy announcement.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE
CLOSING DATE WILL NOT BE ACCEPTED

The WTO is a non-smoking environment.