

Paris, 14-12-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 14-Dec-1999

HRM/VAC(99)79

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

PURCHASING OFFICER (GRADE B4), OPERATIONS SERVICE

[Duration of appointment : fixed term or indefinite]

Closing date for applications: 27 January 2000

*The OECD is an equal opportunity employer
and encourages applications from female candidates*

Role

Under the general guidance of a senior OPS manager, the Purchasing Officer will carry out a wide range of purchasing activities, playing a key role in the project to modernise purchasing working methods and procedures within OECD based on the recommendations of the Organisation's Task Force on Procurement.

Main Duties

1. In collaboration with OPS senior management, participate in the definition and implementation of a modern procurement strategy for the Organisation. Apply a proactive business approach to procurement, initially within OPS and subsequently in collaboration with OECD purchasing offices and elsewhere in OECD, with a view to consistently deliver best value for money for the Organisation.
2. Work in close collaboration with purchase requestors to co-ordinate and plan call for tenders and major purchases to ensure a more even distribution of workload throughout the year. Provide guidance to operational managers in the elaboration of technical specifications for calls for tender, the administration of contracts and purchase orders and the subsequent supervision and financial follow-up of contracts.

3. Maintain an up-to-date annual spending plan for the OPS operating budget. Provide contract managers and OPS senior managers with regular financial reporting on the activities of each OPS Section. Assume responsibility and be accountable for specific operating budgets. Develop cost estimate methodologies to ensure that planned expenditures closely reflect actual expenditure. Create, maintain and disseminate relevant information on purchasing via the Intranet.
4. Provide training and guidance to members of the OPS Purchasing Section in the application of the new purchasing strategy.
5. Participate in the call for tender process, major tender evaluations and negotiations with bidders, contributing to the development of greater standardisation of related documentation. Carry out bids and price comparisons. Help identify areas which are suitable for the development of open contracts which can be associated with catalogues of contractually priced items.
6. Assist the Purchasing Section with the ongoing implementation of the new financial management system, SAP, with a view to automate and eliminate non-value adding administrative tasks. Optimise use of SAP system functionalities so as to benefit from a state-of-the-art professional aid to purchasing.

Principal Qualifications and Core Competences

1. Post secondary-education with a specialisation in purchasing, business administration or other related field. Experience of purchasing in either the public or private sectors. Experience in analysis of market sectors and conducting business negotiations. Experience in change management.
2. Computer literate, with experience in word processing, spreadsheets and e-mail. Proven experience with SAP or another financial information management system and confirmed experience with financial reporting for management purposes.
3. Ability to establish plans and priorities and to work reliably and accurately under pressure. Ability to work autonomously and to take initiative while ensuring appropriate feedback to management and staff. A keen sense of client-service with the capacity to be diplomatic yet firm.
4. Ability to analyse issues and problems in a thorough, systematic manner, to identify patterns and connections between issues/situations which are not obviously related to understand complex situations and solve problems. Decisiveness, with the capacity to question the status quo and propose new ideas.
5. Highly effective interpersonal skills and demonstrated teamwork capacity in a multi-cultural environment. Self-motivated, ability to adapt to different management styles and to supervise junior staff. Ability to communicate clearly and persuasively to command attention, establish credibility, and gain influence.
6. Excellent drafting ability in one of the official languages of the Organisation (English and French) and good knowledge of the other.

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply Choose *one* of the following methods only:

1. The online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. *list of publications where appropriate. Copies of diplomas, qualifications etc are **not** required at this stage.*

What to include Your application must include:

1. the vacancy reference number, nationality, sex, and date of birth
2. a summary indicating why you feel your qualifications and experience correspond to the job requirements. It should address the qualifications and competences outlined in the vacancy notice.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the Vacancy Notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated the place of work is Paris. For some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.