International Procurement Consultant (URGENT)

The UNESCO Regional Office for Culture in Latin America and the Caribbean has launched the joint UNESCO-European Union Programme Transcultural: Integrating Cuba, the Caribbean and the European Union through Culture and Creativity. The Programme is built on two components: the first focusing on strengthening the skills and capacities of young cultural professionals and the second on enhancing opportunities through knowledge transfer and exchanges.

Within the framework of the Transcultural programme, the UNESCO Regional Office for Culture in Latin America and the Caribbean is pleased to invite qualified candidates to submit applications for a consultancy for international procurement.

Deadline for application:
11 May 2020

Duration:
14 May to 24 June 2020

Scope:
The Consultant will contribute to the preparation of the planning and procurement processes of the Programme, including:
- Complete the documentation for planned procurement packages for Cuban national institutions.
- Establish tentative calculations of transportation and insurance.
- Finalize the overall Procurement and Contracting Plan.
- Support the revision of the overall Programme budget.
- Preparation of supporting documents for opening of bids, technical and financial evaluation.
- Provide guidance on mitigating procurement in view of the COVID-19 pandemic, the US Embargo and other risks and update the timeline for procurement process.

Required qualifications:
- Master’s degree in a relevant field in business administration, project management, procurement, accounting, or finance.
- At least ten (10) years relevant proven professional experience with small- and large-scale procurement.
- Experience in procurement with UN organizations and experience with EU funded projects.
- Excellent command of English and Spanish is required

Skills and competencies:
- Solid functional competencies in planning and establishing contracts;
- Knowledge on procurement, contracts and legal obligations as they relate to project management;
- Strong analytical and problem-solving skills, as well as the ability to set priorities, interpret rules and administrative guidelines, and analyze and evaluate routine and non-routine issues;
- Knowledge of ethical and behavioral expectations;
- Service-oriented and team builder, with an ability to establish good working relationships with senior management and people of different nationalities and cultural backgrounds;
- Experience working in a multi-skilled and multi-cultural team;
- Excellent interpersonal communication (written and oral) skills;
- Knowledge-sharing capabilities; exercise of sound judgment and initiative; tact, high standards of integrity, discretion and confidentiality are essential;
- Technical skills with contracting and financial management and the ability to elaborate documents, analyze data, and control and update systems.

Submission:
- Interested candidates should submit a cover letter, complete personal history form (P11) and Curriculum Vitae via email to habana@unesco.org