

**INTERNATIONAL TRIBUNAL FOR THE LAW OF THE SEA
TRIBUNAL INTERNATIONAL DU DROIT DE LA MER**



VACANCY ANNOUNCEMENT

The International Tribunal for the Law of the Sea, an international court with its seat in Hamburg, Germany, has the following vacancy:

Administrative Assistant (Procurement) (G-7)

Functions: Under the general supervision of the Deputy Registrar, the Administrative Assistant manages the procurement requirements of the Tribunal.

The incumbent is responsible *inter alia* for:

- Planning, developing and managing procurement projects, and assisting business units with annual procurement plans
- Reviewing procurement requests, including assessing completeness of technical specifications and verifying adequacy of tender evaluation criteria
- Preparing solicitation documents, and carrying out commercial evaluation of bids/proposals/quotations
- Overseeing the bidding/tendering process and preparing submissions to the Contracts Committee
- Preparing purchase orders to obtain goods and services and identifying potential suppliers
- Drafting contracts to obtain services and clarifying contract requirements and proposals
- Coordinating timely delivery of goods and services and calculating realistic lead times
- Monitoring and concluding the procurement process
- Maintaining procurement documentation and files
- Preparing procurement-related reports
- Conducting market research to keep abreast of market developments and new technologies
- Advising staff on procurement policies and procedures
- Performing other related duties as required

Qualifications and Experience: Completed secondary education; seven years of relevant working experience; knowledge of relevant procedures and practices of the United Nations common system. Excellent knowledge of English or French with working knowledge of the other language, good knowledge of German and computer literacy are required.

The Tribunal reserves the right to appoint a candidate at one level below the advertised post.

Appointment for this post is on a local recruitment basis.

Remuneration: An initial two-year fixed-term renewable contract, attractive tax-free salary with United Nations benefits and allowances. **Applications should be sent by email to the Head of Personnel at: personnel@itlos.org.** A completed ITLOS personal history form (P11) must be received at the Tribunal no later than 19 April 2024. **Only short-listed applicants will be contacted.** The P11 form can be found on the Tribunal's website at <https://www.itlos.org/en/main/the-registry/employment-opportunities/>