



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ACNUR

Alto Comisionado de las Naciones Unidas
para los Refugiados

Oficina de ACNUR en Lima, Perú

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Ref: 19/LIM/011- Vacancy announcement for UNHCR Lima, Peru

Post Title	Snr. Supply Assistant
Post Level	UNOPS LICA 5
Duty Station	Tumbes, Peru
Closing Date	29 April 2019 (inclusive)
Type of contract	Seven months on UNOPS Contract from 1 June 2019

Background:

The United Nations High Commissioner for Refugees-UNHCR was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions of people restart their lives.

More than 700.000 Venezuelans have arrived in Peru. The vast majority are entering by land through the Ecuadorian border. Over 155.000 had applied for refugee status by December 2018. In order to attend this emergency, UNHCR is scaling up its presence in the country and has set up a national office in Lima and two other field offices in Tumbes and Tacna.

UNHCR is responding to the influx directly and through the support of the Government of Peru. It works with authorities, communities, other UN agencies, NGOs and civil society to strengthen protection responses.

UNHCR is providing direct technical and material assistance to the Special Commission for Refugees in order to deal with the asylum backlog, to strengthen registration procedures and access to refugee status determination procedures. UNHCR and its partners are supporting Venezuelans and host communities by implementing multi-sectoral activities in terms of information gathering and analysis (including age and gender disaggregation), identification and referral of those most vulnerable (including women and children at risk), reception, protection and documentation, shelter, access to primary health care, to education, material assistance and other key assistance through cash based interventions. UNHCR has scaled up its protection monitoring capacities at the border and in urban settings to enhance the identification of individuals with protection or other specific needs, including those of

children at risk, SGBV survivors and LGBTI, as well as the referral mechanisms to essential services.

Coordination of the response to Venezuelan populations is being undertaken with IOM (International Organization for Migrations) in accordance with the decision of the UN Secretary General. In the mark of this joint leadership/coordination, UNHCR and IOM Peru have set-up a regional coordination platform and a local inter-agency working group on refugees and migrants called GTRM (*Grupo de Trabajo sobre Refugiados y Migrantes*) aiming to support the government response.

Organizational Context:

The Senior Supply Assistant provides support supply to all local activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance and warehousing in the operation.

The incumbent is supervised by a Senior Officer who provides regular guidance. S/he works independently on routine tasks while follows instructions of the supervisor or more complex issues. The incumbent maintains regular contact on a working level on routine issues with other UNHCR offices, UN agencies, NGOs, government partners and commercial contractors in the area to facilitate the operation. The duty of the incumbent is to support the management of material resources within the geographical area covered by the office while exercising efficiency in the use of those resources.

Functional Statement:

Accountability:

- UNHCR delivers timely and quality goods and services to persons of concern in compliance with supply chain rules and procedures.

Responsibility:

- **Strategy**
Apply UNHCR's procurement strategy when planning for purchase of important commodities and services.
- **Operational Support**
 - Initiate custom clearance of consignments, draft exemption requests, and liaise with local agent.
 - Support warehouse management, and assist with planning and goods deliveries, and provide information on the status of requests and the availability of items in the supply chain.
 - Maintain accurate and comprehensive records on logistical activities and provide reports and updates periodically, and on request.
- **Infrastructure Support**
 - Examine Purchase Requests to ensure conformity and liaise with requesters.
 - Prepare quotation requests and tenders, produce bid-tabulations from tenders and prepare Purchase orders for approval.
 - Dispatch approved Purchase Orders, and follow-up with the delivery of ordered commodities and services.
 - Provide information on all procurement activities within area of responsibility.

- Assist in managing Property, Plant and Equipment (PPE) effectively according to UNHCR rules and regulation including registration and marking of new PPE, Physical verification of PPE, preparation of agreements, preparation of disposal forms (including submissions to LAMB/AMB), and assistance with disposal of PPE.
- Produce standard asset management reports and other asset information, periodically and when requested.
- **Business Support:**
 - Maintain accurate data in all relevant business systems. Compile statistical information on supply chain related matters that will assist in decision making.
 - Any other responsibility deemed necessary or as delegated by the Supervisor in order to meet the level of service required by the organization.
- **Authority**
 - Identify and assess vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
 - Determine routes and delivery schedules to meet demand in the most timely manner.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of the Secondary School education with post-secondary training/certificate in Business Administration, Logistics, Warehousing or a related field.
- Minimum 5 years of previous relevant job experience.
- Fluency in Spanish and working knowledge of English language (as applicable in the duty station).

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of UNHCR learning programmes or specific training relevant to functions of the position such as the Supply Chain Learning Programme (SCLP).
- Computer skills (MS Office and PeopleSoft/MSRP).
- Experience in customs formalities.
- Experience in logistics or warehousing.

Submission of Applications:

Non-UNHCR staff members shall submit their application, in Spanish or English language, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11 – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>). All documents must be in PDF format. File name should include the candidate's last name.

All candidates should submit their application via e-mail to admin.peru@unhcr.org. Kindly indicate: **“SnrSupplyAssist-April2019”** in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.
- Please no phone calls. All queries should be done by e-mail.