

La Oficina en Costa Rica del Alto Comisionado de las Naciones Unidas para los Refugiados (ACNUR), informa y les invita a participar en el **concurso PN1000042 “Asistente Principal de compras” (Situación de Nicaragua), G5.**

Los detalles generales de la vacante se describen a continuación:

Nombre del puesto	Asistente Principal de compras(Situación de Nicaragua)
Referencia del puesto	1000042
Nivel del puesto	G5
Sede de trabajo	San José, Costa Rica
Duración de contrato	02 del al 31 diciembre 2019 (Con posibilidad de extensión 2020)
Fecha límite para aplicar	22 de noviembre del 2019
Hora límite para aplicar	12 horas (hora de Costa Rica)
Requerimientos	<ul style="list-style-type: none"> • Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica con permiso laboral. • Completar Formulario PHF • Carta de interés.
Medio/forma de aplicar	<p>Favor enviar sus aplicaciones a la siguiente dirección:</p> <ul style="list-style-type: none"> • correo electrónico: cossa@unhcr.org <p>Indicar en el asunto: Puesto + apellido + nombre</p>
Modalidad de selección	Solo los candidatos en lista corta serán contactados para una entrevista y una prueba técnica escrita.
Documentos adjuntos	<ul style="list-style-type: none"> • Descripción de funciones • Formulario PHF



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification⁽¹⁾: April 2012

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No: **1000042**

Position Title: **Senior Supply Assistant**

Position Grade: **G5**

Position Location: **San José**

Functional Group⁽¹⁾: 3.3.b

Supervisor Position No., Title & Grade: **Admin /Finance Officer.**

CCOG Code⁽¹⁾: 2.A.09.c

Job Code⁽¹⁾: 000727

(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

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.

2.2 FUNCTIONAL STATEMENT. Describe the accountabilities, responsibilities and authorities associated with the position.

Accountability (key results that will be achieved)

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

Responsibility (process and functions undertaken to achieve results)

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 organisation.

Authority (*decisions made in executing responsibilities and to achieve results*)

- 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.

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

- | <u>Code</u> | <u>Managerial Competencies</u> |
|---|--------------------------------|
| 1. <input type="checkbox"/> M001 | Empowering and Building Trust |
| 2. <input type="checkbox"/> M002 | Managing Performance |
| 3. <input type="checkbox"/> M003 | Judgement and Decision Making |
| 4. <input type="checkbox"/> M004 | Strategic Planning and Vision |
| 5. <input type="checkbox"/> M005 | Leadership |
| 6. <input checked="" type="checkbox"/> M006 | Managing Resources |

- | <u>Code</u> | <u>Cross-Functional Competencies</u> |
|---|--------------------------------------|
| 1. <input checked="" type="checkbox"/> X001 | Analytical Thinking |
| 2. <input type="checkbox"/> X002 | Innovation and Creativity |
| 3. <input type="checkbox"/> X003 | Technological Awareness |
| 4. <input type="checkbox"/> X004 | Negotiation and Conflict Resolution |
| 5. <input checked="" type="checkbox"/> X005 | Planning and Organizing |
| 6. <input type="checkbox"/> X006 | Policy Development and Research |
| 7. <input type="checkbox"/> X007 | Political Awareness |
| 8. <input type="checkbox"/> X008 | Stakeholder Management |
| 9. <input type="checkbox"/> X009 | Change Capability and Adaptability |

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- 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 English and working knowledge of another relevant UN language and/or local language (as applicable in the duty station).

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- 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.