

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY ANNOUNCEMENT

Position Title:	Senior Supply Assistant
Position N°:	10031131
Vacancy N°:	07-20
Category & Level:	General Service, G-5
Contract Type:	Fixed-Term Appointment
Location:	Bogotá, Colombia
Closing Date:	30 January 2020

ORGANIZATIONAL CONTEXT

The Senior Supply Assistant provides supply support to all activities pertaining to the supply chain function including planning, sourcing & procurement, transport, shipping, customs clearance, warehousing, assets & fleet management and monitoring within the area of responsibility (AoR).

The incumbent is supervised by a higher level supply position and receives regular guidance and instructions from the supervisor on successive steps. S/he works independently on routine tasks while follows instructions of the supervisor on more complex issues. The incumbent may have contacts on a working level on specific issues with other UNHCR offices, UN agencies, NGOs, government partners and commercial contractors in the area to facilitate performing the supply function. The duty of the incumbent is to support the management of material resources within the geographical area covered while exercising efficiency in the use of those resources.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

To find out more information about UNHCR, please visit our [website](#).

FUNCTIONAL STATEMENT

Duties

- In compliance with supply chain rules and procedures, support the related supply activities to facilitate UNHCR end to end processes resulting in a timely and quality delivery of goods and services to persons of concern.
- Apply UNHCR's sourcing & procurement strategy when planning for purchase of important commodities and services.
- Initiate custom clearance of consignments, draft exemption requests, and liaise with local agents.
- Support warehouse management, and assist with planning of goods & services deliveries, and provide information on the status of requests and the availability of items in the supply chain.
- Maintain accurate and comprehensive records on supply activities and provide reports and updates periodically, and on request.
- 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 the AoR.

- Produce standard asset management reports and other asset information, periodically and when requested.
- Maintain accurate data in all relevant business systems. Compile statistical information on supply chain related matters that will assist in decision making.
- Ensure local liaison to effectively support the supply activities.
- Assist in the management of the storage of goods according to "best practices" and UNHCR rules and regulations;
- 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 and disposal forms (including submissions to LAMB/AMB), and assistance with disposal of PPE.
- Perform other related duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- High School diploma.
- 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).
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access).
- Analytical Thinking.
- Planning and Organizing.
- Technological Awareness

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Other UN procurement and logistics training – such as IAPSO and UNPD.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(PHF\)](#) and its [supplementary pages](#) (if applicable) by e-mail with “**VN-07-20 LAST NAME Name – Senior Supply Assistant G5, Bogotá**” in the subject line to colbovac@unhcr.org by **30 January 2020**.

Please use attached Personal History Form to apply. **Applications received in other forms will not be considered.** Contact information of previous employers must be included in the attached PHF form. If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates may be required to sit for a test and a competency based interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>