



# 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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Lima, 21 October 2018

**Ref: 18/LIM/ - Vacancy announcement for UNHCR Lima, Peru**

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Post Title	Senior Supply Associate
Post Level	GS7
Duty Station	Lima, Peru
Closing Date	28 October 2018 (inclusive)
Type of contract	Temporary Appointment

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**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 450.000 Venezuelans have arrived in Peru. The vast majority are entering by land through the Ecuadorian border. Over 140.000 had applied for refugee status by September 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.

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 a 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 currently undertaken with IOM (International Organization for Migrations). The cooperation with IOM is being implemented within the framework indicated by the Secretary General's decision on the UN coordination for the Venezuela situation which has to be co-lead by UNHCR and IOM. 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. An Information Management Sub-Working Group has been set-up to support, produce and disseminate information products and initiatives to all the members of the GTRM.

### **Organizational Context:**

The Senior Supply Associate manages and supports all activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance and warehousing management in the operation.

The incumbent is supervised by a Senior Officer who defines general work objectives and the incumbent completes the work independently. The incumbent directly supervises some general service staff in the office. 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 and monitor the management of material resources within the geographical area covered by the office while exercising efficiency in the use of those resources.

### **Duties and Responsibilities:**

#### Strategy

- Prepare plans for delivery of relief items according to operational needs.
- Apply UNHCR's procurement strategy when planning for purchase of important commodities and services.

#### Operational Support

- Ensure timely customs clearance of consignments.
- Manage storage of goods according to "best practices" and UNHCR rules and regulations.
- Maintain an efficient system for the release, distribution and redeployment of goods.
- Coordinate transportation and distribution of relief items.
- Prepare logistical plans, implement supply operations and provide information on the status of requests and the availability of items in the supply chain.
- Coordinate activities of implementing partners and/or contractors performing supply related activities, and ensure that they understand and adhere to relevant UNHCR rules and procedures.

#### Infrastructure Support

- Evaluate purchase requisitions to ensure that specifications, delivery dates and all other requirements are in order.
- Draft and dispatch quotation requests and/or tenders, assist in the evaluation of offers and draft bid-tabulations and prepare proposals for award of contracts to the Committee on Contracts.
- Prepare Purchase Orders and send confirmations, requests for inspection and other correspondence.
- Monitor the manufacture/transport of ordered goods to ensure timely delivery.

- Provide guidance and advice on UNHCR procurement policies and procedures to support and assist requesting sections.
- Implement effective asset and fleet management that regularly monitors the asset/fleet pool, saves cost and safeguards the investment of the organisation including receipt, inspection, registration & marking of new Property, Plant and Equipment (PPE), and organisation of the physical verification of PPE.

#### Business Support

- Adapt local supply chain structures to be consistent with the operational needs. Ensure effective information flow in the supply chain and adapt local process to the prevailing environment.
- Monitor the quality and accuracy of supply chain related data in relevant business systems. Compile and analyse statistical information, identify trends and developments in supply chain related matters that will assist in decision making.
- Disseminate, promote commitment to and monitor compliance with UNHCR's global policies, standards and guidance on supply chain management.
- Any other responsibility deemed necessary or as delegated by the Head of Supply Management Service in order to meet the level of service required by the organisation.

#### **ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- Completion of Secondary School Education with post-secondary training/certificate in Commerce, Business Administration, Economics, Marketing or a related field.
- Minimum 11 years of previous relevant professional job experience.
- Fluency in English and working knowledge of another relevant UN language and/or local 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).
- Other UN procurement and logistics training – such as IAPSO and UNPD.
- Knowledge and working experience of PeopleSoft/MSRP Supply Chain applications.

#### **Submission of Applications:**

Non-UNHCR staff members shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees 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](mailto:admin.peru@unhcr.org). Kindly indicate: **“SnrSupplyAssG7”** 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.