

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

## United Nations High Commissioner for Refugees (UNHCR) Representation, UNHCR, Greece

### Vacancy Announcement No. UNHCR 16-03 External/Internal Circulation

<b>Position Title:</b> Senior Supply Assistant	<b>Position Level:</b> G-5	<b>Date Issued:</b> 16/02/2016
<b>Number of positions: 1</b>	<b>Report To:</b> Senior UNHCR Staff	<b>Closing Date:</b> 23/02/2016
<b>Section:</b> Supply	<b>Duty Station:</b> Leros	<b>Contractual Status:</b> Temporary Appointment until 30/04/2016 (with possibility of extension)

**Assignment date** immediately

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#### 1.1 ORGANIZATIONAL CONTEXT

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

The incumbent is supervised by a Senior Officer who provides regular guidance, whereas functional support/guidance is provided from the Supply Unit in Athens. 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.

## **1.2 FUNCTIONAL STATEMENT**

### **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 supply chain management within the areas of procurement and logistics, i.e. 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.

#### *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.
- 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.
- 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.
- Maintain accurate and comprehensive records on supply chain activities, and provide reports and updates periodically, and on request.

#### *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 timeliest manner.

## **1.3 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 English; working knowledge of another relevant UN language an asset; local language (Greek) desired.

**1.4 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.

- Competency in any other UN language(s);
- 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.

### **How to apply**

Please apply in writing (**P.11, CV and application/motivation letter**), indicating vacancy announcement number, and position title to:

**Attention Vacancy No: UNHCR, 16-03, Snr. Supply Assistant, UNHCR Leros**

**Applications must be submitted by e-mail to the address indicated below:**

[greatvac@unhcr.org](mailto:greatvac@unhcr.org)

Applications received will not be acknowledged, only the short-listed candidates will be notified of the outcome of the competition, and will be invited for a written test and an interview.

Personal history (P.11 form) is attached or can be downloaded from:

[www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

## **P.11 form is mandatory and should be SIGNED by the applicant.**

**UNHCR does not charge a fee at any stage of the recruitment process. UNHCR aims for workforce diversity at all levels and encourages qualified women and persons with disabilities to apply.**

**Acknowledgments will only be sent to short-listed candidates under serious consideration.**

**We can accept applications from external applicants as long as they have been legally present in the country at the time of application.**