



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 16-05 External/Internal Circulation

Position Title: Supply Associate (Procurement)	Position Level: G-6	Date Issued: 16/02/2016
Number of positions: 1	Report To: Senior UNHCR Staff	Closing Date: 23/02/2016
Section: Supply	Duty Station: Athens	Contractual Status: Temporary Appointment until 30/04/2016 (with possibility of extension)

Assignment date: immediately

1.1 ORGANIZATIONAL CONTEXT.

The Supply Associate (Procurement) supports procurement activities within the Headquarters, undertaking procurement for the entire operation.

The incumbent is supervised by a Senior Officer who defines general work objectives and provides necessary advice and guidance. The incumbent may supervise some 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 incumbent reports to the (Associate/Assistant) Supply Officer. The duty of the incumbent is to support the procurement process within the specific 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 (including procurement) rules and procedures.
- Local liaison with partners effectively supports supply activities.

Responsibility (*process and functions undertaken to achieve results*)

Strategy

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

Operational Support

- Support timely customs clearance of international consignments.
- Conduct spend analyses using historical spend data to identify trends that can be used to plan procurement activities and Frame Agreements.
- Respond to field requests for information and advice and coordinate responses from a range of HQ units to provide a clear, consistent and timely response to the field.
- Coordinate activities of contractors, and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Maintain accurate and comprehensive records on procurement activities and provide timely reports and updates both periodically and on request.

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, and assist in the evaluation of offers and draft bid-tabulations, prepare proposals for award of contracts to the Committee on Contracts.
- Prepare Purchase Orders and send confirmations, requests for inspection and other correspondence, and 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.
- Provide Supply chain management (procurement) reports, customised reports, and provide in-depth reports periodically and when requested.

Business Support

- Monitor the quality and accuracy of procurement related data in relevant business systems. Compile and analyse statistical information, identify trends and developments in procurement related matters that will assist in decision making.
- Disseminate and promote UNHCR's global policies, standards and guidance on procurement.
- Prepare and review proposals for award of contracts to the Committee on Contracts, participate in Committee on Contracts meetings, and participate with expert procurement advice when requested. Follow up on decisions or actions from the Committee.
- Any other responsibility deemed necessary or as delegated by the supervisor in order to meet the level of service requires by the organisation.

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

- Allocate resources to meet demand and support the on-going operation.
- Identify, assess and select vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- Make recommendations to senior management on resources allocation and procurement methods, to support on-going operations in the timeliest manner.
- Award, approve and terminate local contracts in accordance with delegated authorities, as well as, relevant UNHCR regulations, rules and procedures.

1.3 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of secondary school education with post-secondary training / certificate in supply chain, procurement, logistics, business administration, commerce, economics or related field.
- Minimum 6 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.

- 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);
- Other UN procurement and logistics training – such as IAPSO and UNPD;
- Knowledge and working experience of PeopleSoft/MSRP Supply Chain applications.

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, 16-05, Supply Associate (Procurement), UNHCR Athens

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

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

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.