

**Supply Officer Profile**  
**Various Locations**

**Grade: For Junior (P2), Mid (P3) and Senior (P4) Level Positions**  
**Deadline for Applications: Open Call for Applications**

The Supply Officer takes on the role of leading, coordinating and supervising supply activities within an office. The incumbent maintains contact with other UN agencies, NGOs, government partners and commercial contractors in the area to facilitate the operation.

**RESPONSIBILITIES INCLUDE:**

- Prepare plans for delivery of relief items according to UNHCR's short and medium term requirements.
- Ensure adequate capacity to respond to an emergency and develop contingency plans for the supply function as part of the operational plan.
- Identify partners for supply chain projects based on objectives, priorities, strengths and resources of the implementing partner and/or contractor, according to criteria consistent with UNHCR rules and regulations.
- Develop relevant contacts and build constructive relations with government authorities, implementing partners, UN agencies and others, to foster mutual cooperation for the timely delivery of relief items avoiding bottlenecks.
- Coordinate, manage and support all activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance, warehousing, asset and fleet management in the operation. Apply distribution control techniques to optimise stock levels.
- 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.
- Identify, assess and select vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- Implement effective asset and fleet management that regularly monitors the asset/fleet pool, saves cost and safeguards the investment of the organisation.
- 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.
- Set up and adapt standard supply chain structures to the local environment that are consistent with the operational needs. Ensure effective information flow in the supply chain and adapt process and documents to the prevailing environment.
- Work in collaboration with program and admin colleagues to do an assessment of needs for the operation. To be followed by a comprehensive sourcing plan for CRI's.

**Minimum qualifications and professional experience required:**

### **For positions at the P2 level**

Requirements:

- University degree in Social Science, Engineering, Logistics/Supply Chain, Economics, Business Administration, Marketing or a related field.
- Minimum of 2 years of relevant experience with Advanced University/Master's degree (4 years with University/Bachelor's Degree).
- Excellent knowledge of English and good working knowledge of another UN language.

### **For positions at the P3 level**

Requirements:

- University degree in Social Science, Engineering, Logistics/Supply Chain, Economics, Business Administration, Marketing or a related field.
- Minimum of 6 years of relevant (international) job experience with Advanced University/Master's Degree (8 years with University/Bachelor's Degree).
- Excellent knowledge of English and good working knowledge of another UN language.

### **For positions at the P4 level**

Requirements:

- University degree in Social Science, Economics, Business Administration, Marketing or a related field.
- Minimum of 10 years of relevant (international) job experience with Advanced University/Master's Degree (12 years with University/Bachelor's Degree).
- Excellent knowledge of English and good working knowledge of another UN language.

**To apply and read a detailed Job Description, please visit: [http://bit.ly/Careers\\_UNHCR](http://bit.ly/Careers_UNHCR)**

*UNHCR is an equal opportunity employer and female candidates are strongly encouraged to apply*