



UNHCR

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

GREAT/2016/HRT-011

VACANCY NOTICE HRT-011 FOR A TEMPORARY APPOINTMENT

UNHCR Greece invites applications from qualified candidates for the following position:

Position title	Supply Assistant
Position Number	Temporary Appointment
Category and Level	General Service, GL- 4
Duty Station	Thessaloniki
Remuneration	Attractive salary and entitlements as per UN Staff Rules & Regulation
Duration	Initially for a period of 3 months with a possibility for extension
Effective date	2 weeks following the receipt of the offer
Closing Date	15 August 2016

OPERATIONAL CONTEXT

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who continue to arrive in Greece and move onwards under very compelling human and protection conditions.

FUNCTIONAL STATEMENT

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

The incumbent is supervised by a higher level supply position in the office and receives regular guidance and instructions from the supervisor on successive steps. S/he 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.

Accountability

- UNHCR delivers timely and quality goods and services to persons of concern in compliance with supply chain rules and procedures.

Responsibility

Operational Support

- Initiate custom clearance of consignments, draft exemption requests, liaise with local agent, support warehouse management, assist with planning and goods deliveries and provide information on the status of requests and the availability of items in the supply chain.
- Maintain accurate and comprehensive records on logistical activities and provide reports and updates periodically, and on request. Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.

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.



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- 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.
- Assist in managing Property, Plant and Equipment (PPE) effectively according to UNHCR rules and regulations 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.
- Produce standard asset management reports and other asset information, periodically and when requested.

Business Support

- Identify and assess vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- 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 requires by the organisation.

Authority

- Identify vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- Decide on the content of information and reports submitted to the Supervisor.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Education: completion of the Secondary School Education
- Experience: minimum 4 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

- Computer skills (MS Office, PeopleSoft)
- Experience in customs formalities
- Experience in logistics

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **Personal History Form (P11)** (which can be downloaded from www.unhcr.org/recruit/pl1new.doc) and motivation letter by e-mail with the reference number **GREAT/2016/HRT-011** in the subject line to: greatvac@unhcr.org no later than 15 August 2016.

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

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

Deadline for submission of application: 15 August 2016.

FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY