

Supply Officer Profile

Various Locations

Grade: Junior (P2), Mid (P3) and Senior (P4) Level Positions

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.

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

- Education: Degree in Social Science, Engineering, Logistics/Supply Chain, Economics, Business Administration, Marketing or a related field.
- Job experience: Minimum 2 years of relevant experience with graduate degree (equivalent with a Master's), 3 years with undergraduate degree (equivalent with a BA/BS).
- Languages: Proficiency in English is required.

For positions at the P3 level

- Education: Degree in Social Science, Engineering, Logistics/Supply Chain, Economics, Business Administration, Marketing or a related field.
- Job experience: Minimum 5 years of relevant (international) job experience with graduate degree (equivalent with a Master's), 6 years with undergraduate degree (equivalent with a BA/BS).
- Languages: Proficiency in English is required.

For positions at the P4 level

- Education: Degree in Social Science, Engineering, Logistics/Supply Chain, Economics, Business Administration, Marketing or a related field.
- Job Experience: Minimum 8 years of relevant (international) job experience with graduate degree (equivalent with a Master's), 9 years with undergraduate degree (equivalent with a BA/BS).
- Languages: Proficiency in English and knowledge of a second UN language (Arabic/Chinese/French/Russian/Spanish) at B2¹ is required.

To apply and read a detailed Job Description, please visit: [Current vacancies](#).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

¹ See <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>, the Common European Framework of Reference for Languages (CEFR).