

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**INTERNAL/EXTERNAL VACANCY NOTICE**

Title of Position: Senior Supply Assistant (Procurement)  
Position Number: (10028212, 10023437)  
Category & Level: General Service, G-5  
Location: Procurement Service  
Division of Emergency, Security & Supply  
Global Service Centre, Budapest  
Effective date: ASAP  
Duration: initially for a period of one year  
Closing Date: **03 January 2018**

**ORGANIZATIONAL CONTEXT**

The Senior Supply Assistant (Procurement) supports procurement activities within Headquarters. The incumbent is supervised by a (Senior) Supply Officer who provides regular guidance. S/he works independently on routine tasks while follows instructions of the supervisor on complex issues. The incumbent maintains regular working contacts on routine issues with other UNHCR offices, UN agencies, NGOs, government partners and commercial contractors. The duties of the incumbent are to support procurement activities by exercising efficiency in the procurement process.

**FUNCTIONAL STATEMENT**

**Accountability**

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

**Responsibilities**

- Support purchasing activities and assist with planning and goods deliveries, and provide information on the status of requests and the availability of items in the supply chain.
- Provide reports and updates periodically and on request.
- Prepare procurement plans and ensure their implementation.
- Assist with commercial bid-tabulations from tenders and with the establishment of global framework agreements.
- Provide assistance to Field Offices and other customers on procurement related activities.
- Support the work of managers in a timely manner when responding to field requests for information and advice.
- Assist with the evaluation of purchase requisitions to ensure that specification, delivery dates and all other requirements are in order and in line with UNHCR financial and procurement rules and regulations.
- Process requests received for procurement of assigned goods/products.
- Prepare Purchase Orders for approval.
- Dispatch approved Purchase Orders, and follow-up with the delivery of ordered commodities and services.
- Assist with the preparation of proposal review to be presented to the Committee on Contracts.
- Maintain accurate data in all relevant business systems.
- Compile statistical information to identify trends and developments in procurement 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.

**Authorities**

- Identify and assess vendors based on their capability for delivering commodities and services.
- Maintain vendor and item master databases.
- Recommend procurement methods to meet the demands in the most timely manner.

**ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES**

- Completion of secondary school education with post-secondary training/certificate in supply chain, procurement, logistics, business administration, commerce, economics or related field.
- Minimum 5 years of previous relevant job experience.
- Excellent knowledge of English and working knowledge of another UN language and /or local language.
- Managing Resources.
- Analytical Thinking.
- Planning and Organizing.

**DESIRABLE QUALIFICATIONS AND 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).
- Computer skills (MS Office and PeopleSoft/MSRP).

**ELIGIBILITY****Internal candidates**

General Service Staff members currently serving at the duty station where the vacancy exists, who have been appointed through the AC process and have indefinite or Fixed Term appointment. Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, please contact Nelli Hevesi (hevesi@unhcr.org).

External candidates must be legally present in Hungary at the time of application, recruitment and hire.

**SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail with **“LAST name – Senior Supply Assistant (Procurement) (10028212, 10023437) position”** in the subject line to: [HQBSCAPC@unhcr.org](mailto:HQBSCAPC@unhcr.org) by **03 January 2018**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

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

**REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>