



Vacancy Notice

15 October 2019

EXTERNAL VACANCY ANNOUNCEMENT NO: 19/HCR/KGL/VN/074

Title of Post: **Supply Associate**
Post Number: TA
Category and Level: G6
Duty Station: Nyamata, Rwanda
Duration of assignment: Initially up to December 2019
Entry on Duty: Immediate
Closing date of application: **23 October 2019**

ORGANIZATIONAL SETTING AND WORK RELATIONSHIPS

The Supply Associate manages and supports all activities pertaining to the supply chain function including planning, sourcing & procurement, transport, shipping, customs clearance, warehousing, assets & fleet management and monitoring within the area of responsibility.

The incumbent is supervised by the Head of Office and my receive regular guidance and instructions from the Supply Officer. 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 performing the supply function. The duty of the incumbent is to support and monitor the supply activities assigned to him/her within the geographical area covered while exercising efficiency in the use of the available resources.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

DUTIES

- In compliance with supply chain rules and procedures, support the related supply activities to facilitate UNHCR end to end processes resulting in a timely and quality delivery of goods and services to persons of concern.
- Prepare plans for delivery of relief and other non-food items according to the operational needs and regularly update the information in UNHCR IT systems
- Apply UNHCR's sourcing & procurement strategy when planning for purchase of important commodities and services. Update the information in UNHCR IT systems. Ensure timely customs clearance of consignments.
- Maintain accurate and comprehensive records on supply activities and provide timely reports and updates both periodically and on request.
- 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 operations, HQ entities and others, as applicable.
- Provide asset management reports, customised reports, and gathers information on all assets and provides in-depth reports periodically and when requested.

- 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.
- Disseminate and promote UNHCR's global policies, standards and guidance on supply chain management.
- Ensure local liaison with partners to effectively support the supply activities.
- Manage storage of goods according to "best practices" and UNHCR rules and regulations.
- Coordinate supply activities of UNHCR Partners and/or contractors performing supply related activities and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Implement effective asset and fleet management that regularly monitors the asset/fleet pool, saves cost and safeguards the investment of the organisation including receipt, inspection, registration & marking of new Property, Plant and Equipment (PPE), organisation of the physical verification of PPE, ensure that PPE agreements are properly issued and signed, and preparation of disposal forms and cases for the Asset Management Board, and organise the disposal of PPE according to Asset Management Board decisions.
- Perform other related duties as required

MINIMUM QUALIFICATIONS

Education & Professional Work Experience

Years of Experience / Degree Level

- 6 years relevant experience with High school diploma

Certificates and/or Licenses

- Trade, Business Administration, Economics, Marketing or a related field

Relevant Job Experience

Desirable:

Other UN procurement and logistics training – such as IAPSO and UNPD

Functional Skills

- IT-Computer literacy (MS Office and PeopleSoft/MSRP)
- IT-PeopleSoft Supply Chain Management;
- SC-Supply Chain Management
- SC-Planning
- SC-Procurement
- SC-Customs formalities
- SC-Logistics
- SC-Warehouse Management
- SC-Asset & Fleet Management

Language Requirements

- Good knowledge of English, French and local language.

COMPETENCY REQUIREMENTS

Core Competencies:

Accountability
 Communication
 Organizational Awareness
 Teamwork & Collaboration

Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies:

Managing Resources

Cross-Functional Competencies:

Analytical Thinking

Planning and Organizing

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **23 October 2019**.

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, color 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>