

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

## EXTERNAL VACANCY ANNOUNCEMENT

### Vacancy Notice No. BRABR/2020/046

<b>Title of Post</b>	<b>Supply Assistant</b>	<b>Category/grade</b>	<b>General Service / G4</b>
<b>Type of contract</b>	<b>Temporary Appointment (until 31 December 2020)</b>	<b>Location</b>	<b>Brasília, Brazil</b>
<b>Date of Issue</b>	<b>25 September 2020</b>	<b>Closing Date</b>	<b>04 October 2020</b>

#### Organizational setting

The Supply Assistant provides support to 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 (AoR).

The incumbent is supervised by a higher-level supply position and receives regular guidance and instructions from the supervisor on successive steps. S/he works independently on routine tasks while follows instructions of the supervisor on more complex issues. The incumbent may have contacts on a working level on specific 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 the management of material resources within the geographical area covered while exercising efficiency in the use of those resources.

#### Duties

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

#### **Technical Guidance**

- 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.
- Support warehouse management, assist the process of the custom clearance of consignments, draft exemption requests, assist with goods & services deliveries and provide information on the status of requests and the availability of items in the supply chain.
- Assist in maintaining accurate and comprehensive records on supply activities and provide reports and updates periodically, and on request.
- Assist in the preparation of purchase requests.
- Prepare quotation requests and tenders, produce bid-tabulations from tenders, and prepare purchase orders for approval as per instructions of senior Supply staff or other line managers.
- Dispatch approved Purchase Orders, and follow-up with the delivery of ordered commodities and services.
- Produce standard asset management reports and other asset information, periodically and when requested.

- 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.
- Ensure local liaison to effectively support the supply activities.
- Assist in the management of the storage of goods according to "best practices" and UNHCR rules and regulations.
- Assist in managing Property, Plant and Equipment (PPE) effectively according to UNHCR rules and regulation including registration and marking of new PPE, physical verification of PPE, preparation of agreements and disposal forms (including submissions to LAMB/AMB), and assistance with disposal of PPE.
- Perform other related duties as required.

**Essential minimum qualifications and professional experience required**

**Experience:** 1 year of relevant experience with High School Diploma; or Bachelor or equivalent or higher.

***Essential***

General knowledge of public procurement principles, excellent writing skills and capacity to perform tasks autonomously.

***Desirable***

Experience with customs formalities, CIPS certification.

**Education:** public procurement management, administration, finance, and any other related field.

**Functional skills:**

- IT-Computer literacy;
- SC-Supply Planning;
- SC-Customs clearance;
- SC-Logistics;
- SC-Warehouse Management;
- SC-Asset Management;
- SC-Fleet Management;

**Language requirements:** Fluency in English

**Required competencies**

**Core Competencies**

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

**Cross-Functional Competencies**

- Analytical Thinking
- Planning and Organizing
- Technological Awareness

### 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>

### Submission of Applications:

**If you wish to be considered for this vacancy, please submit your motivation letter and your signed Personal History Form to [brabrhr@unhcr.org](mailto:brabrhr@unhcr.org), by the above-mentioned closing date, clearly stating on the subject line: BRABR/2020/046 Supply Assistant, G4 (Brasília).**

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.