

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 001/Temp/2020**

Title of Post	Senior Supply Assistant	Category/grade	General Service, G5
Post Number	T/001/01/20	Type of contract	Temporary appointment
Location	Kyangwali, Uganda	Date of Issue	10 January 2020
Effective date of assignment	3 February 2020	Closing Date	16 January 2020

Operational Context:

Kyangwali settlement is located in Kikuube District (New District), Kyangwali Sub-County and covers 142 Square Km. It is 50 Km away from Kikuube district and 95 km away from Hoima. Its original capacity was 100,000 refugees, however the Government of Uganda through OPM with its new policy of land distribution to refugees has increased the capacity of Kyangwali settlement to 200,000 individuals in preparation to respond to any influx. The settlement is currently composed of 6 zones, 29 villages and 334 blocks. As of 30th December 2019, the settlement hosts 116,914 individuals of 41,988 household and still receiving new ones in 2020 due to the deteriorating security situation in the neighboring countries.

With the limited staffing capacity, it's difficult for the office to continue providing effective protection for refugees and asylum seekers to ensure continuous basic services to more than 116 ,000 refugees and asylum seekers.

It is in this regard that the need of a Senior Supply Assistant is very crucial in Kyangwali to maintain the flow of activities in the operation.

The Senior Supply Assistant will report to the Head of Office and should have at least 2 years of relevant work experience in warehouse, NFIs management, Workshop and Logistic, fuel and fleet management, organization of LCC, tendering, among others. He/ she should have strong coordination skills and work well in a team of various actors including Implementing partners, District and Local Government, OPM and private companies. He/ she should have good understanding of UNHCR Program. The incumbent will be working closely with the Admin all sectors and expected to have a very good conduct.

Functional Statement:

Accountability (*key results that will be achieved*)

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

Responsibility (*process and functions undertaken to achieve results*)

Strategy

- Apply UNHCR's procurement strategy when planning for purchase of important commodities and services.

Operational Support

- Initiate custom clearance of consignments, draft exemption requests, and liaise with local agent.
- Support warehouse management, and 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.

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.
- 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 regulation 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

- 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 required by the organisation.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Identify and assess vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- Determine routes and delivery schedules to meet demand in the most timely manner.

Essential Minimum Qualifications and Experience:

- Completion of the Secondary School education with post-secondary training/certificate in Business Administration, Logistics, Warehousing or a related field is required.
- Minimum 5 years of previous relevant job experience is required.
- Fluency in English and working knowledge of another relevant UN language or local language is required

Desirable Qualifications & Competencies:

- Completion of UNHCR learning programmes or specific training relevant to functions of the position such as the Supply Chain Learning Programme (SCLP) is desirable.
- Computer skills (MS Office and PeopleSoft/MSRP) is desirable.
- Experience in customs formalities is desirable.
- Experience in logistics or warehousing is desirable.

Required Competencies:

Managerial Competencies

- Managing Resources

Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing

Eligibility:

Internal candidates: Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

External candidates: External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

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:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet are attached.

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 achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.