

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/ EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 004/2021**

Title of Post	Senior Supply Assistant	Category/grade	General Service, G5
Post Number	10034571	Type of contract	Fixed Term appointment
Location	Kampala, Uganda	Date of Issue	19 February 2021
Effective date of assignment	1 May 2021	Closing Date	4 March 2021

Operational Context:

The Senior Supply Assistant provides supply 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:

- 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.
- Apply UNHCR's sourcing & procurement strategy when planning for purchase of important commodities and services.
- Initiate custom clearance of consignments, draft exemption requests, and liaise with local agents.
- Support warehouse management, and assist with planning of goods & services deliveries, and provide information on the status of requests and the availability of items in the supply chain.
- Maintain accurate and comprehensive records on supply activities and provide reports and updates periodically, and on request.
- 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 the AoR.
- Produce standard asset management reports and other asset information, periodically and when requested

- 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 Experience:

- Completion of High school diploma is required.
- Minimum of 2 years of previous relevant job experience is required.
- Knowledge of English 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.

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
- Stakeholder management

Eligibility:

Group I candidates: Interested staff members should consult the Recruitment and Assignment of Locally Recruited staff (RALS).

Group I comprise current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group II candidates: comprises candidates that have previously been vetted and notified after applying to the Group II general profile pool at the date of publishing this vacancy notice.

If you have questions regarding your eligibility, you may also contact the HR Unit.

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 sign up 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.