

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 015/2020**

Title of Post	Senior Supply Assistant	Category/grade	General Service, G5
Post Number	10020841	Type of contract	Fixed-Term appointment
Location	Rwamwanja, Uganda	Date of Issue	15 September 2020
Effective date of assignment	1 December 2020	Closing Date	21 September 2020

Operational Context:

The Senior Supply Assistant provides support supply to all local activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance and warehousing in the operation.

The incumbent is supervised by a Senior Officer who provides regular guidance. S/he works independently on routine tasks while follows instructions of the supervisor or more complex issues. 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 the operation. The duty of the incumbent is to support the management of material resources within the geographical area covered by the office while exercising efficiency in the use of those resources.

Duties:

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.

Essential Minimum Qualifications and Experience:

- Completion of High school diploma is required
- Additional 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 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:

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.

External candidates: are candidates who are not in Group 1 or Group 2.¹

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

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

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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