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**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**

**TEMPORARY APPOINTMENT**

Title of Position: Senior Supply Assistant

Position Number: Temporary Assistance

Category & Level: General Service, G-5

Location: Supply Management Logistics Service

Division of Emergency, Security & Supply

Global Service Centre, Budapest

Effective date: ASAP

Duration: Temporary Appointment until the end of the year

Closing Date: **27 May 2018**

**ORGANIZATIONAL 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.

**FUNCTIONAL STATEMENT**

**Accountability**

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

**Responsibility**

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.

**Authorities**

* 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, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES**

* Completion of the Secondary School education with post-secondary training/certificate in Business Administration, Logistics, Warehousing or a related field.
* Minimum 5 years of previous relevant job experience.
* Fluency in English and working knowledge of another relevant UN language and/or local language (as applicable in the duty station).
* Managing Resources.
* Analytical Thinking
* Planning and Organizing

**DESIRABLE QUALIFICATIONS AND COMPETENCIES**

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

**Eligibility**

External candidates must be legally present in Hungary at the time of application, recruitment and hire.

**Submission of applications**

If you wish to be considered for this vacancy, please submit your your [**Personal History Form**](http://www.unhcr.org/ceu/wp-content/uploads/sites/17/2017/10/UNHCR_Personal_History_Form_October-2017.docm) **(P11)** and its [supplementary pages](http://www.unhcr.org/ceu/wp-content/uploads/sites/17/2017/10/UNHCR_PHF_Supplementary_October-2017.docm) (if applicable),motivation letter and CV by e-mail with **“LAST name – Senior Supply Assistant (TA)**” in the subject line to: [HQBSCAPC@unhcr.org](mailto:HQBSCAPC@unhcr.org) by **27 May 2018.**

Shortlisted candidates may be required to sit for a test and a competency based interview. 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, colour 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>