



United Nations High Commissioner for Refugees (UNHCR)

Internal / External Vacancy Announcement

Vacancy Notice No.: IVN/EVN/KEN/NBI/16/010

Title of Post	Supply Assistant (2 Positions) (On Replacement Capacity)	Category / Grade	GL4
Post Number	10016570 & 10005236	Reporting Date	Immediately
Type of Contract	Fixed Term Appointment (Initial contract - 1 year)	Date of Issue	01 December 2016
Location	Branch Office Nairobi	Closing Date	15 December 2016

Organizational Context (*role of the position within the team, describing its leadership role, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent*)

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

The incumbent is supervised by a higher level supply position in the office and receives regular guidance and instructions from the supervisor on successive steps. S/he 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 and monitor the management of material resources within the geographical area covered by the office while exercising efficiency in the use of those resources.

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)*

Operational Support

- Initiate custom clearance of consignments, draft exemption requests, liaise with local agent, support warehouse management, 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 regulations 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

- 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.
- Any other responsibility deemed necessary or as delegated by the Supervisor in order to meet the level of service requires by the organisation.

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

- Identify vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- Decide on the content of information and reports submitted to the Supervisor.

Essential Minimum Qualifications and Experience

- Completion of the Secondary School Education;
- Minimum 4 years of previous relevant professional job experience;
- Fluency in English and working knowledge of another relevant UN language and/or local language (as applicable in the duty station).

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

Desirable Qualifications & Competencies

- Computer skills (MS Office, PeopleSoft)
- Experience in customs formalities
- Experience in logistics

Competencies:-

Values

- Integrity
- Professionalism
- Respect For Diversity Core Competencies

Core Competencies

- Accountability
- Team Work & Collaboration
- Communication
- Commitment To Continuous Learning
- Client & Results Orientation
- Organizational Awareness

Relevant cross function competencies as selected by the position manager will apply.

Cross - Functional Competencies

- Analytical Thinking
- Innovation & Creativity
- Technological Awareness
- Negotiation & Conflict Resolution
- Planning & Organizing
- Policy Research & Development
- Political Awareness
- Stakeholder Management
- Change Capability & Adaptability

IMPORTANT

Candidates who wish to be considered for this position should complete a Personal History form (P.11) available on the following link - <http://www.unon.org/docs/P11.doc> and attach it to their application for the position. Applications should be send to:

The Secretary,

Regional Assignments Committee (RAC),

Human Resources Section,

P.O. Box 43801, 00100

Nairobi, Kenya

or hand delivered to UNHCR Branch Office for Kenya, Lynwood House, Waiyaki Way (opposite Lions Place). Please quote Reference: **IVN/EVN/KEN/NBI/16/010**

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