



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Memorandum

UNHCR Representation in Malaysia

570 Jalan Bukit Petaling
P.O. Box 10185,
50706 Kuala Lumpur, Malaysia

To/A: All locally-recruited staff members
UNHCR and UN Agencies in Kuala Lumpur

From/De: Richard J. Towle, Representative, UNHCR Representation in Malaysia

File Code/Dossier: 18/KL/8520

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/ 021/ 18)
SENIOR SUPPLY ASSISTANT (UNHCR POST - TA)**

Date: 03 August 2018

Title : SENIOR SUPPLY ASSISTANT

Position Number: 10029112 (UNHCR Post)

Grade : GL. 5

Language : Fluency in English and Bahasa Malaysia

Effective Date : As soon as possible

Duration : Six Months Contract (with possibility of extension)

Location : UNHCR Office in Kuala Lumpur

Duties and Responsibilities:

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.

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.

Required Competencies**Managerial Competencies**

Managing Resources

Cross-Functional Competencies

Analytical Thinking

Planning and Organizing

QUALIFICATIONS REQUIRED**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- Completion of Secondary Education with post-secondary /certificate in Business Administration, Logistics, Warehousing or a related field.
- Minimum 5 years of previous relevant job experience. (Preferably those with University degree with minimum of 2 – 3 years experience)
- Fluency in English and working knowledge of the local language.

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).
- Computer skills (MS Office and PeopleSoft/MSRP).
- Experience in customs formalities.
- Experience in logistics or warehousing.

**THIS POST IS OPEN TO EXTERNAL CANDIDATES HOWEVER, PRIORITY
CONSIDERATION WILL BE GIVEN TO INTERNAL CANDIDATES**

Internal Candidates

UNHCR staff members with indefinite appointments or with fixed-term appointments not limited to specific operations, which have the requisite qualifications and experience.

In principle, only applications from internal candidates, whose present grade corresponds to that of the post, or one grade below, will be considered.

External Candidates

From within external applicants, it should be noted that the following categories of personnel will be considered as **PRIORITY EXTERNAL CANDIDATES**:

- (a) Former UNHCR staff members
- (b) UNHCR staff holding short-term contracts.
- (c) Staff working with UNHCR under different contractual arrangements.

Applications

- i. All candidates must have substantial relevant knowledge of local conditions. Proficiency in English and Bahasa Malaysia is a requirement. **There will be a written test for this job opening.**
- ii. Candidates **MUST** include a recent curriculum vitae or UN Personnel History Form (P.11) with their application, without which their candidature will not be reviewed. No confirmation of receipt of applications will be sent to candidates.
- iii. Applications in writing are to indicate the VN number and the post title on the envelope and to be addressed to the Administration/Finance Officer, UNHCR Branch Office, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to m1slu@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 17 August 2018

Applications reaching the UNHCR Branch Office after the closing date will not be accepted.