

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**

**INTERNAL/ EXTERNAL VACANCY NOTICE**

- **Extended deadline** -

Title of Position:	<b>Senior Supply Assistant</b>
Contract type:	Fixed-term appointment
Category & Level:	G-5
Location:	Bucharest, Romania
Extended Closing Date:	<b>28 November 2021 at 00:00</b>

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### 1. Organizational Setting and Work Relationships

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 the Snr. Programme Associate and s/he 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. S/he provides support on supply of goods and services required by the Country Office in Bucharest and Field Unit in Timisoara. 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.

The incumbent also facilitates the work of the Local Committee on Contracts and is engaged in contract preparation, administration and monitoring of expenditure against approved ceilings. S/he compiles the Consolidated Procurement Plan and ensures correct implementation of supply policies, procedures and administrative instructions.

The Senior Supply Assistant also supports the Snr. Programme Associate on programmatic and project control matters and provides support to partners on issues relating to procurement of goods and services. S/he is expected to have excellent planning, communication and drafting abilities.

The incumbent may occasionally be required to ensure support and back-up for other functions in the office, including administration and finance.

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All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

## 2. 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.
  - Maintain accurate data in all relevant business systems. Compile statistical information on supply chain related matters that will assist in decision making.
  - 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.
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## 3. Minimum Qualifications

### Education & Professional Work Experience

#### **Years of Experience / Degree Level**

*For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher*

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#### **Field(s) of Education**

*Not applicable.*

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#### **Certificates and/or Licenses**

*Not specified.*

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#### **Relevant Job Experience**

**Essential**

Not specified.

**Desirable**

Not specified.

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**Functional Skills**

*IT-Computer literacy;*  
*SC-PeopleSoft Supply Chain Management;*  
*SC-Supply Planning;*  
*SC-Customs clearance;*  
*SC-Logistics;*  
*SC-Warehouse Management;*  
*SC-Asset Management;*  
*SC-Fleet Management;*

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**Language Requirements**

***Knowledge of English and Romanian.***

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## **4. Competency Requirements**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

**Core Competencies**

*Accountability*  
*Communication*  
*Organizational Awareness*  
*Teamwork & Collaboration*  
*Commitment to Continuous Learning*  
*Client & Result Orientation*

**Managerial Competencies**

*Not specified*

**Cross-Functional Competencies**

*Analytical Thinking*  
*Planning and Organizing*  
*Technological Awareness*

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## **5. Additional Information**

Candidates must be legally present in Romania at the time of recruitment and hire. Only applicants with fluent English and Romanian will be shortlisted.

Shortlisted candidates may be required to sit for a written test and oral interview. Only short-listed candidates will be notified. Not signed, incomplete and late applications will not be accepted. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

If you wish to be considered for this vacancy, please click [here](https://www.unhcr.org/other-opportunities.html) (https://www.unhcr.org/other-opportunities.html ). In order to submit your application for the job opening 30928, you have to create an account, log in, and complete the required fields.

Interested internal candidates should apply through MSRP / Self-Service / Recruiting Activities / Careers (please search by JO number or by Location). Please update your personal profiles with all required information in order to be able to apply. Please consult the attached documents for further guidance on how to update the personal profile.

The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

UNHCR strongly encourages qualified female applicants to apply. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms gender, disability, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation. All applications will be treated with the strictest confidentiality.

UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behavior and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore, grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at [inspector@unhcr.org](mailto:inspector@unhcr.org) or through the online complain form at <https://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.

For any technical problems encountered during the online application, please send an email to the Global Service Desk ([gsd@unhcr.org](mailto:gsd@unhcr.org)) or Manuela Angela Santambrogio [SANTAMBR@unhcr.org](mailto:SANTAMBR@unhcr.org); Local Assignments [hqpe91@unhcr.org](mailto:hqpe91@unhcr.org).

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All UNHCR workforce members must individually and collectively, including in particular when supervising others, contribute towards a working environment where each person feels safe, and empowered to perform their duties by demonstrating no tolerance for sexism, gender inequality, discrimination, abuse of power, harassment including sexual harassment, and sexual exploitation and abuse. As individual workforce members and as managers, all must be proactive in preventing inappropriate conduct, support ongoing dialogue on these matters and take these issues seriously by speaking up and seeking guidance and support from relevant UNHCR resources, as well as, when required/appropriate, report, for corrective action to be taken, whilst considering a victim-centered-approach.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.