

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
THAILAND MULTI-COUNTRY OFFICE
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 25/2021**

Title of Post	Supply Associate	Category/grade	GS-6
Post Number	TBC	Type of contract	Fixed-Term Appointment (FTA)
Location	Bangkok, Thailand	Date of Issue	10 September 2021
Effective date of assignment	1 November 2021 (Tentative)	Closing Date	26 September 2021

1. Operational Context

The Royal Thai Government (RTG), together with international agencies and non-governmental organizations, as well as other governments and private donors, have a long tradition of working together to address the protection, assistance and durable solutions needs of successive influxes of refugees in Thailand from Cambodia, Laos, Vietnam, Myanmar and beyond. UNHCR opened its office in Thailand in 1975 at the invitation of the RTG. At present, Thailand continues to host some 91,755 refugees (as of May 2021) from Myanmar in the nine RTG-run temporary shelters on the Thai/Myanmar border, in addition to approximately 5,000 urban refugees and asylum-seekers from over 40 countries, and some 475,000 persons registered by the RTG as stateless. The Multi-Country-Office (MCO) currently operates in Bangkok, 2 field offices located in Mae Sot and Mae Hong Son. This coverage includes Cambodia, Laos and Viet Nam.

The position is supervised by the Senior Programme Officer, Programme Unit, and collaborates closely with requesting units in Bangkok and field offices.

2. Organizational Setting and Work Relationships

The Supply Associate manages and supports 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.

The incumbent is supervised by a higher level supply position and receives regular guidance and instructions from the supervisor on successive steps. The incumbent may supervise some staff in the office. 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 performing the supply function. The duty of the incumbent is to support and monitor the supply activities assigned to him/her within the geographical area covered while exercising efficiency in the use of the available resources.

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.

3. 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.
- Prepare plans for delivery of relief and other non-food items according to the operational needs and regularly update the information in UNHCR IT systems
- Apply UNHCR's sourcing & procurement strategy when planning for purchase of important commodities and services. Update the information in UNHCR IT systems. Ensure timely customs clearance of consignments.
- Maintain accurate and comprehensive records on supply activities and provide timely reports and updates both periodically and on request.
- Evaluate purchase requisitions to ensure that specifications, delivery dates and all other requirements are in order.
- Draft and dispatch quotation requests and/or tenders, and assist in the evaluation of offers and draft bid-tabulations, prepare proposals for award of contracts to the Committee on Contracts.
- Prepare Purchase Orders and send confirmations, requests for inspection and other correspondence, and monitor the manufacture/transport of ordered goods to ensure timely delivery.
- Provide guidance and advice on UNHCR procurement policies and procedures to support and assist requesting operations, HQ entities and others, as applicable.
- Provide asset management reports, customised reports, and gathers information on all assets and provides in-depth reports periodically and when requested.
- Monitor the quality and accuracy of supply chain related data in relevant business systems. Compile and analyse statistical information, identify trends and developments in supply chain related matters that will assist in decision making.
- Disseminate and promote UNHCR's global policies, standards and guidance on supply chain management.
- Ensure local liaison with partners to effectively support the supply activities.
- Manage storage of goods according to "best practices" and UNHCR rules and regulations.
- Coordinate supply activities of UNHCR Partners and/or contractors performing supply related activities, and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Implement effective asset and fleet management that regularly monitors the asset/fleet pool, saves cost and safeguards the investment of the organisation including receipt, inspection, registration & marking of new Property, Plant and Equipment (PPE), organisation of the physical verification of PPE, ensure that PPE agreements are properly issued and signed, and preparation of disposal forms and cases for the Asset Management Board, and organise the disposal of PPE according to Asset Management Board decisions.
- Perform other related duties as required.

4. Minimum Qualifications

Education & Professional Work Experience

- 3 years relevant work experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher
- Other UN procurement and logistics training – such as IAPSO and UNDP (desirable)

Functional Skills (Desirable)

IT-Computer literacy (MS Office and PeopleSoft/MSRP);

IT-PeopleSoft Supply Chain Management;

SC-Supply Chain Management;

SC-Planning;

SC-Procurement;

SC-Customs formalities;

SC-Logistics;

SC-Warehouse Management;

SC-Asset & Fleet Management;

Language Requirements

Fluency in English and Thai

Competency Requirements

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies:

Managing Resources

Cross-Functional Competencies:

Analytical Thinking

Planning and Organizing

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

Eligibility:

- Internal staff members should consult the Recruitment and Assignment of Locally Recruited Staff (RALS), UNHCR/AI/2020/1/Rev.1. If you have any question regarding the eligibility, you may also contact the HR unit.
- External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

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:

If you wish to be considered for this vacancy, please submit your **letter of motivation, updated factsheet (for internals), signed Personal History Form (for externals) by e-mail** clearly stating the position title, vacancy notice number and your Last Name in the subject line to **THABAHR@unhcr.org** by the closing date. The Personal History Form and its supplementary sheet can be downloaded from: https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

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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