

**UNHCR**United Nations High Commissioner for Refugees
Alto Comisionado de las Naciones Unidas para los RefugiadosUNHCR
ACNUR COLOMBIA**VACANCY ANNOUNCEMENT N° 025/18**

Duty Station: Bogotá
Position Title: Supply Assistant
Level: G4
Type of contract: Temporary Appointment
Effective date: 01 August 2018

Minimum Essential qualifications

- 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).

Desirable qualifications and competences

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

Organizational Context

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.

	<ul style="list-style-type: none"> ▪ 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. <p><u>Business Support</u></p> <ul style="list-style-type: none"> ▪ 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.
<p>Authority (<i>decisions made in executing responsibilities and to achieve results</i>)</p>	<ul style="list-style-type: none"> ▪ 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.
<p>How to apply</p>	<ul style="list-style-type: none"> ▪ Applications must be sent to the email: colbovac@unhcr.org including in the subject the applicant name, and the vacancy number and name. ▪ Please use attached Personal History Form to apply - <u>Applications received in other forms will not be considered.</u> <ul style="list-style-type: none"> ✓ Contact information of previous employers must be included in the attached PHF form. ✓ If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form. ✓ It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms. ▪ Shortlisted candidates may be tested. ▪ Deadline for applications: 25 June 2018, 17:45 hours. <p>Applications of women and men will be equally considered.</p>