

**United Nations High Commissioner for Refugees (UNHCR)
Country Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2020/12
Internal/External Circulation**

Position Title: Supply Associate	Position Level: G6	Date Issued: 26-March-2020
Position No.: 10033482	Report To: Supply Officer	Closing Date: 09-April-2020
Section/ Unit: Supply	Duty Stations: Damascus	Contractual Status: Fixed Term Appointment

Availability of the Post: Immediately

Operational context:

UNHCR in Syria is delivering their programmes to persons of concern via direct implementation and through partner organizations. Such partners may be entrusted to conduct procurement for those programmes with UNHCR allocated funds. These activities by partners require support, capacity building, verification and monitoring by UNHCR staff.

The Supply Associate is supervised by a Supply Officer and receives regular guidance and instructions from the supervisor on successive steps. The incumbent supports the Supply Officer in all activities pertaining to analyzing, monitoring and capacity building of the supply chain function handled by partners, which may include planning, sourcing & procurement, transport, shipping, customs clearance, warehousing, assets & fleet management and monitoring within the area of responsibility.

The incumbent maintains regular contact on a working level on routine issues with other UNHCR offices, NGOs, government partners and commercial contractors in the area of responsibility. In particular, the incumbent may be expected to visit the Partners' offices often to monitor their procurement activities and advise the supervisor with recommendations for improvement of the applied practices as and when needed.

Duties and Responsibilities:

- 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.

Qualification Required

Education and Skills:

For G6 - 6 years relevant experience with High school diploma

Certificates and/or Licenses

*Trade, Business Administration, Economics, Marketing
or a related field*

Experience:

Desirable:

Other UN procurement and logistics training – such as IAPSO and UNPD.

Functional Skills

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

Languages:

Knowledge of English and/or UN working language of the duty station if not English.

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

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2020/12, Supply Associate, Damascus**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process and will be invited for a written test and an interview.

Non-Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

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