

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number Supervisor Grade

Supervisor's Title

3. Organizational Setting and Work Relationships

The Associate Supply Officer supports all activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance and warehousing management within the Area of Responsibility (AoR). The position may be located at Headquarters (within DESS), in a Regional Bureau or in a Country Office.

The incumbent is normally supervised by the (Senior) Supply Officer or other senior staff with supply oversight function who defines the objectives and provides general guidance. S/he will also refer to UNHCR manuals and relevant policy papers. The incumbent normally supervises some staff and/or AWF.

In Bureaus and country operations s/he maintains regular contacts on working level with other UN agencies, UNHCR Partners, NGOs, government partners and commercial contractors in the area of operation.

S/he will support effective supply chain that enables the office to meet the needs of persons of concerns as well as timely delivery of quality goods and services to persons of concern. Further, the incumbent will assist in the maintenance of a supply chain infrastructure that is robust and flexible enough to accommodate the needs of the operation and that enables timely emergency responses, along with effective partners to support supply activities.

The Associate Supply Officer maintains impartial, ethical and customer-oriented relations with suppliers and Partner organizations; exchanges information with counterparts in other UN agencies, and International Organisations within the limits established by UN /UNHCR Procurements Rules and assists with joint procurement actions if, as and whenever necessary.

The incumbent will support the coordination of the delivery of assistance from the regional warehouse, if applicable. S/he will liaise with SMS staff who manage the Global Stockpiles and who manage the Global Asset and Fleet Management, if and as required and if applicable.

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.

4. Duties

- Support all activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance, warehousing, asset and fleet management, as applicable.
- Support the procurement process to ensure timely, cost-effective and adequate delivery of commodities and services to support operational needs.
- Identify partners for supply chain projects based on objectives, priorities, strengths and resources of the UNHCR Partner and/or contractor, according to criteria consistent with UNHCR rules and regulations.
- Develop relevant contacts and build constructive relations with UN agencies, UNHCR Partners, government authorities and other partners as applicable.
- Ensure accurate and comprehensive records on supply activities and provide timely reports and updates both periodically and on request.
- Manage the vendor related processes including identification, assessment and selection of vendors based on their capability for delivering commodities and services. Ensure vendor and item master databases are up to date.
- Oversee tender processes and manage the preparation of proposals for award of contracts to the relevant CoCs.
- Ensure the quality standards for commodities and services are respected by vendors in relation to the needs of the location and tender/purchase specifications.
- 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 and procurement strategy when planning for purchase of important commodities and services.
- Ensure timely customs clearance of consignments and establishment & maintenance of warehousing according to "best practices" and UNHCR rules and regulations.
- Manage an efficient system for the release, and redeployment of goods.
- Oversee and coordinate as required the release and transportation and of relief and other non-food items.
- 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
- Implement supply operations based on interpretations of the situation and conclusions to how the operation can be best implemented.
- Resolve difficulties in the local supply chain by finding solutions to problems and bottlenecks, and provide regular reports on supply chain activities, the status of requests and the availability of items in the supply chain.
- Disseminate, promote commitment to and monitor compliance with UNHCR's global policies, standards and guidance on supply chain management.
- Support effective information flow in the supply chain and adapt process and documents to the prevailing environment.

In the Regional Bureaux:

- Support Country Operations in implementing supply operations based on interpretations of the situation and conclusions to how the operation can be best implemented particularly in emergency context.
- Assist country operations achieving full compliance with rules & regulations in all supply activities.
- Track the progress of specific periodic operations and provide guidance that ensures timely implementation.
- Facilitate training of supply staff and assist in coaching and advising individuals or Supply teams as requested.
- Track global Supply KPIs for the region and devise regional ones as required.
- Monitor all periodic Supply exercises such as monthly reconciliations, quarterly physical inventory exercises, and year-end accounts closure procedures and ensure that they are implemented throughout the region and provide relevant reports to senior managers.
- Support the analysis of country financial reports and work with the Country Operations Supply Team leaders to address red areas relating to Supply aspects of operations.
- Support the country needs assessment plans and assist in combining them into regional procurement plans and monitor their timely implementation and changes based on operational needs.

In the Country Operations:

- Adapt standard supply chain structures to the local environment that are consistent with the operational needs.
- Assist the office should they need additional office space or extensions to their office leases, lease hold improvements or other construction. Carry out the procurement aspect of the establishment of office leases or extensions.
- Assist in the coordination with CBI stakeholders the design and implementation of the market assessment and market monitoring to determine if CBI is option. Carry out the procurement action to contract Financial Service Providers (FSP).

- Support the establishment and maintenance of an efficient and skilled workforce that is capable of supporting on-going operations.
- Support the identification of partners for supply chain projects based on objectives, priorities, strengths and resources of the Partner and/or contractor, according to criteria consistent with UNHCR rules and regulations.
- Implement effective asset and fleet management that regularly monitors the asset/fleet pool, increases efficiency safeguards the investment of the organisation.
- Support the coordination activities of Partners and/or contractors performing supply related activities, and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Maintain an up-to-date overview of the location's supply chain capacity and preparedness, as well as, that of its partners to ensure that adequate capacity exist also to cover emergencies.
- Depending on the size of the operation act as ex-officio in the LCC Review and clear procurement cases for the relevant procurement authority.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

*Supply Chain Management;
or other relevant field.*

Business Administration;

International Commerce;

Engineering;

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

Certificate from Chartered Institute of Purchasing & Supplies, e.g. CFIPS, CMIPS, MCIPS;

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Proficient knowledge of logistics/supply systems with proven experience at previous work positions, preferably UN. Good working knowledge and experience in handling contract issues in the context of UN policies and standards. Experience in contract negotiations; ability to provide technical guidance to subordinate staff; ability to plan and organise work assignments, often under close deadlines. Proven ability to deal with multiple tasks with speed, in a courteous and service oriented manner.

Desirable

Database management skills and experience and working knowledge of ERP systems, ideally of UNHCR's MSRP Supply Chain Module would be an advantage. Strong interpersonal and negotiation skills to deal with persons of different cultural and educational backgrounds. Technical knowledge of types of services, supplies and goods purchased by UNHCR for Headquarters, Regional and Field Offices would be an advantage. Relevant training, such as CIPS, or other public procurement trainings. Knowledge of UN and UNHCR Financial Regulations and Rules relating to procurement and UNHCR Chapter 8. Aviation services knowledge for movements of goods/passengers. Proven ability to manage a team.

Functional Skills

IT-Computer Literacy

IT-PeopleSoft Supply Chain Management

SC-Supply Planning

SC-Customs clearance

SC-Logistics
SC-Warehouse Management
SC-Asset Management
SC-Fleet Management
UN-UN/UNHCR Administrative Rules, Regulations and Procedures
SC-UNHCR Procurement Rules and Procedures

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.**
For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.**
For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

6. 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:

Empowering and Building Trust
Managing Performance
Judgement and Decision Making

Cross-Functional Competencies:

Analytical Thinking
Planning and Organizing
Stakeholder Management

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.

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.

1. Job Type

2. Job Information

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Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number Supervisor Grade

Supervisor's Title

3. Organizational Setting and Work Relationships

UNHCR delivers timely and quality goods and services to Persons of Concern (POC) in compliance with supply chain rules and procedures.

The Associate Logistics Officer manages and supports all activities pertaining to the Logistics function including planning, sourcing & procurement, transport, customs clearance, warehousing management within the area of responsibility (AOR). The position may be located at Headquarters (within DESS), in a Regional Bureau, or in a Country Office.

The incumbent is normally supervised by the (Senior) Logistics Officer or other senior staff with Logistics oversight function who defines the objectives and provides general guidance and may supervise some staff and/or AWF. The incumbent will also refer to UNHCR manuals and relevant policy papers.

The incumbent will support effective logistics operations that enable the office to meet the needs of POC as well as timely delivery of quality goods and services to them. Further, s/he will assist in the maintenance of logistics infrastructure that is robust and agile enough to accommodate the needs of the Operation and that enables timely emergency responses, along with effective partners and/or contractors to support activities.

The Associate Logistics Officer maintains impartial, ethical and customer-oriented relations with suppliers and partner organizations; exchanges information with counterparts in other UN agencies, and international organizations' within the limits established by UN /UNHCR Procurements Rules and assists with joint procurement and Logistics actions if, as and whenever necessary.

The incumbent will support the coordination of the delivery of assistance from the regional warehouse, if applicable and will liaise with SMS staff who manage the Global Stockpiles as is applicable.

Contacts are predominantly with other UN agencies, 3rd Party Logistic providers, Project Partners and Government Departments on relevant subject matters at the working level.

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4. Duties

- Support all activities pertaining to the logistics function including planning, sourcing, transport, customs clearance, warehousing, insurance, asset, and fleet management, as applicable.
- In emergency situations (refugees, IDPs and/or any other POCs to UNHCR), coordinate with all stakeholders to ensure that the Organization can, in a timely and cost-efficient manner, provide core relief and non-food items.
- Apply sustainable supply chain strategy throughout activities performed.
- Update and review the inventory supply demand and forecast to promote optimized inventory levels and the associated sourcing plans aligned with distribution plans.
- Resolve difficulties in the global supply chain by finding solutions to problems and bottlenecks.
- Apply UNHCR's relevant strategy and coordinate activities for the delivery of material assistance according to the operational needs and regularly update the information in the UNHCR ERP system.
- Review implementation of the logistics activities providing information on the status of requests and the availability of items at the different steps of the supply chain.
- Support the sourcing and procurement process for logistics related goods and services within the area of responsibility (AoR). Contribute to the definition of requirements to ensure timely, cost-effective, and adequate delivery of commodities and services to support operational needs.
- Support the supply functions within the AoR through missions and online resources on supply management.
- Make recommendations to senior management on resource allocation to support on-going operations
- Identify priority operations that require HQ support, based on periodic performance data by country as well as other operational factors and information, or as guided by the supervisor.
- 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 inform decisions.
- Disseminate, promote commitment to and monitor compliance with UNHCR's global policies, standards and guidance on supply chain management and recommendations of the various oversight bodies
- Coordinate the calendar of activities for the physical verification exercises (reconciliations, physical inventory exercise) and monitor the execution to promote the accuracy of the UNHCR Financial Year-End statement.
- Optimize services provided by contracted third Party Logistics providers and Partners.
- Oversee ERP resource management for UNHCR Financial assets through enforcement of established controls and access protocols.
- Provide first line support to ERP users.
- Facilitate emergency response through the allocation, release, and transport of material assistance from Global Stockpiles and/or Global Suppliers.
- Support to country operations by providing on time HQ documentation coordinated to facilitate customs clearance and processing of tax exemptions for dispatches managed by HQ.
- Track global supply KPIs.
- Provide direction to staff under supervision, including capacity building, team tasking and other HR related duties to ensure an effective, efficient, and unified team.
- Disseminate quality information as baseline for quality assessments at both the regional and the country level, establish and/or monitor the application of prevailing quality assurance processes.
- Collect and disseminate best practices
- Perform other related duties as required.

In the Regional Bureaux

- Assist Country Operations in the ERP management.
- Support Country Operations on how to develop and implement logistical strategies based on the operational context and, particularly in an emergency context. Implement the agreed delivery infrastructure within the region
- Support countries need assessment plans and consolidate them for input into the regional procurement plan.
- Assist country operations and RB in the contingency planning exercise.
- Assist country operations to attain full compliance to rules & regulations in all logistical activities by tracking the progress of specific operations and provide guidance that ensures timely implementation.
- Monitor periodic logistics exercises such as inventory reconciliations or physical inventory verification exercises, Supply Chain Management Activities at the Year-End account and ensure that they are implemented throughout the region providing relevant reports to senior managers and HQ.
- Review and optimize the regional warehouse network in consultation with the country operations.
- Undertake analysis of HQ Supply KPIs and reports and devise regional ones as required. Identified and implement corrective measures on the issues relating to logistics in compliance with supply, financial rules and regulations.

In the Country Operations

- Ensure that the local supply chain functions are optimised and that there is an infrastructure that is robust and flexible enough to accommodate operational volatile requirements.
- Ensure effective information flow in the supply chain and share the relevant information with external and internal stakeholders.
- Develop relevant contacts and build collaborative relations with UN agencies, UNHCR Partners, government authorities and other partners as applicable.
- Undertake analysis of HQ, Regional Supply KPIs and reports and devise local ones as required. Identified and implement corrective measures on the issues relating to logistics in compliance with Supply, Financial rules and regulations.
- Ensure compliance with all HQ issued periodic activities e.g. Inventor activities, Year-End closing activities and provide relevant reports to HQ and RB within the given timeframe
- Undertake a needs analysis of all transport requirements and suitable mode as per the operational context
- Liaise with the procurement function for tendering purposes and establishment of Transport Infrastructure with the requisite capacity and backup
- Manage inventory and warehousing according to “Best Practices” and UNHCR’s rules and regulations.
- In consultation with the Regional Bureau, periodically carry out a country level warehouse network review for optimum service provision.
- Ensure that applicable exemptions and approvals are obtained in a timely manner (i.e. tax exemption, import customs clearance, waivers etc.).
- Manage service level penalties by taking timely action (i.e. Demurrage, Port charges, container detention charges etc.)
- Confirm deliveries under global freight agreements to HQ for purposes of performance monitoring.
- Support the establishment and maintenance of an efficient and skilled workforce that can support on-going operational requirements.
- Support to Multifunctional Team (e.g. assessing partners)
- Implement local quality control process.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

*Logistics
Economics
or other relevant field*

*Supply Chain Management
Engineering*

*Business Administration
International Commerce*

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

*HCR Supply Chain Learning Programme
Fritz Humanitarian Logistics
Institute of Purchasing & Supply*

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Minimum 1 year of experience in progressively responsible functions in supply logistics, preferably in the UN system. Solution-oriented and capacity to adapt to emergency situations and work under stress. Strong interpersonal and communication skills and the capacity to interact with a variety of cultural and educational backgrounds. Excellent computer skills as well as proven experience in database and statistics management.

Desirable

Experience in dealing with Emergencies and in interagency logistics coordination in emergency contexts in particular. Other UN procurement and logistics training – such as IAPSO and UNPD. Experience in commercial air charter operations. Experience in customs formalities. Experience in logistics or warehousing.

Functional Skills

*IT-Computer Literacy
*IT-ERP (Enterprise Resource Planning) Functional Knowledge
SC-PeopleSoft Supply Chain Management
SC-Supply Planning
SC-Customs clearance
SC-Logistics
SC-Warehouse Management
SC-Asset Management
SC-Fleet Management
SC-UN/UNHCR Procurement Rules and Procedures

(Functional Skills marked with an asterisk* are essential)

Language Requirements

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6. Competency Requirements

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Core Competencies

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

Managerial Competencies

Managing Resources
Empowering and Building Trust
Judgement and Decision Making
Managing Performance

Cross-Functional Competencies

Analytical Thinking
Planning and Organizing
Stakeholder Management

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.

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1. Job Type

2. Job Information

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Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The position may be located at Headquarters (within DESS), in a Regional Bureau or in a Country Office. The incumbent normally reports to the Supply Officer or Procurement Officer. In the Country Operation s/he normally reports to the Head of Office, to the Representative or the Deputy Representative (Operations) at the same level as the Programme and Administration functions. S/he directly supervises general service staff.

The Associate Procurement Officer conducts and/or supports the procurement activities in a timely and cost-effective manner in conformity with UN/UNHCR's procurement rules and regulations. In Bureaus and Country Operations, s/he maintains regular contact with other UN agencies, NGOs, government partners and commercial contractors in the area of responsibility to facilitate all procurement activities. As and when required, the incumbent will provide procurement functional advice to other units under the respective area of responsibility (AOR) and assist in drafting (frame) agreements some of them of complex nature, and in providing inputs to the upgrade of operating systems/tools as well as on procurement policies and procedures.

The incumbent takes part in the development of effective procurement strategy, in cooperation with requesting units, leveraging sustainability, social, economic, environmental and/or climate considerations in support of SDG12.

The incumbent maintains impartial, ethical and customer-oriented relations with suppliers and Partner organizations; exchanges information with counterparts in other UN agencies, and International Organisations within the limits established by UN/UNHCR Procurements Rules and assists with joint procurement actions if, as and whenever necessary.

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.

4. Duties

- Support the procurement process to ensure timely, cost-effective and adequate delivery of commodities and services to support operational needs.

- Conduct market surveys, identify, assess and select potential vendors.
- Ensure high quality standards for goods and services procured by UNHCR by developing, if required, and maintaining specific internal control and self-evaluation criteria/procedures.
- Apply UNHCR's sourcing and procurement strategy when planning for purchase of important commodities and services.
- Review the requisitions, specifications and required delivery.
- Prepare the tendering documents (Request for Proposals, terms of references) ensuring that the bidding process is in line with the established UN/UNHCR Financial Rules and Procedures and procurement regulations and guidelines.
- Analyse bids, prepare/review financial evaluation and coordinate the entire evaluation process.
- Negotiate with suppliers, develop and prepare often complex contracts for procurement of goods and services by defining terms and conditions, ensuring best quality/delivery terms and pro-active management of associated risks.
- Build constructive relations with UN agencies, UNHCR Partners, government authorities and other partners as applicable.
- Manage vendors and the related processes including identification, assessment and selection of vendors based on their capability for delivering commodities and services. Ensure vendor and item master databases are up to date.
- Oversee tender processes and review or draft proposals for award of contracts to the relevant Committee on Contracts.
- Conduct periodic contract performance reviews in conjunction with requesting units and provide feedback to requestors and vendors.
- Guide the offices should they need additional office space or extensions to their office leases, lease hold improvements or other construction. Carry out the procurement aspect of the establishment of office leases or extensions.
- Work with CBI stakeholders the design and implementation of the market assessment and market monitoring to determine if CBI is option. Contribute to the procurement action to contract Financial Service Providers (FSP).
- Advise operations and colleagues on partner procurement multifunctional team role and Partner Procurement Qualification processes and requirements.
- Recommend partners for supply chain projects based on objectives, priorities, strengths and resources of the UNHCR Partner and/or contractor, according to criteria consistent with UNHCR rules and regulations.
- Collect accurate and comprehensive records on supply activities and provide timely reports and updates both periodically and on request.
- Liaise, as appropriate, with the requesting units at HQ and in the field, to provide procurement advice on relevant policies and procedures and clarify terms of reference/specifications.
- Foster effective information flow in the supply chain.
- Monitor compliance with UNHCR's global policies, standards and guidance on supply chain management.
- Work on practical projects to improve supply performance that has clear objectives, timescales, tasks and resources defined and monitor the project execution against the plans and take action when actual implementation deviates from plans.
- Perform other related duties as required.

In the Regional Bureaux:

- Support Country Operations in implementing procurement strategies based on requirements, risks and emergency context.
- Assist Country Operations in achieving full compliance with rules & regulations in all Procurement activities.
- Track global Procurement KPIs within the AOR and assist in preparation of regional ones, as required.
- Track the progress of specific operations and provide guidance that ensures timely implementation.
- Monitor all periodic and ad-hoc procurement exercises set by Regional Bureau or HQ and provide relevant reports to senior managers.
- Assist Country Operations in MSRP management within the AoR
- Ensure timely green light processing and customs clearance of consignments.
- Facilitate training of procurement staff and assist in coaching and advising individuals or procurement teams as requested.
- Support the analysis of country financial reports and work with the senior staff to address areas relating to procurement aspects of operations.
- Support the country needs assessment plans and assist in combining them into regional procurement plans and monitor their timely implementation and changes based on operational needs.
- Support the work of the Regional Contracts Committee (RCC) through compiling and reviewing documents for RCC meetings,

In the Country Operations:

- Procure goods and services in accordance with UNHCR rules and regulations as well as country-specific SOPs.
- Coordinate procurement activities of UNHCR Partners and/or contractors within the AoR, ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Take part in vendor evaluation and preparation of submissions to relevant CoCs.
- Support the establishment and maintenance of an efficient and skilled workforce that is capable of supporting on-going operations, organize trainings and workshops, if needed.
- Lead the MFT for assessing partner procurement capacity, contribute to the delegation of procurement process, through documented recommendations.
- Ensure timely green light processing and customs clearance of consignments.
- Resolve difficulties in the local supply chain by finding solutions to problems and bottlenecks, and provide regular reports on supply chain activities, the status of requests and the availability of items in the supply chain.
- Depending on the size of the operation act as ex-officio in the LCC. Review and clear procurement cases for the relevant procurement authority.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Procurement; Supply; Logistics; Business Administration; Law; or other relevant field.

(Field(s) of Education marked with an asterisk are essential)*

Certificates and/or Licenses

Institute of Purchasing & Supply

(Certificates and Licenses marked with an asterisk are essential)*

Relevant Job Experience

Essential

Proficient knowledge in effective and efficient procurement of goods and services, with proven experience at previous work positions, preferably UN. Good working knowledge and experience in handling contract issues in the context of UN policies and standards. Experience in contract negotiations; ability to provide technical guidance to subordinate staff; ability to plan and organise work assignments, often under close deadlines. Proven ability to deal with multiple tasks with speed, in a courteous and service-oriented manner. A combination of good technical and effective soft management skills including the ability to effectively negotiate and communicate. Good understanding on applying International Commercial Terms (INCOTERMS), experience in international transport arrangements by air, sea and land including basic understanding on customs clearance formalities, cargo specific requirements (i.e. dangerous goods, temperature-controlled goods, etc) and basic packaging / palletization requirements.

Desirable

Database management skills and experience and working knowledge of ERP systems, ideally of UNHCR's MSRP Supply Chain Module would be an advantage. Strong interpersonal and negotiation skills to deal with persons of different cultural and educational backgrounds. Technical knowledge of types of services, supplies and goods purchased by UNHCR for Headquarters, Regional and Field Offices would be an advantage. Relevant training, such as CIPS, CFIPS, CMIPS, MCIPS, or other public procurement trainings. Knowledge of UN and UNHCR Financial Regulations and Rules relating to procurement and UNHCR Chapter 8. Aviation services knowledge for movements of goods/passengers. Proven ability to manage a team.

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
UN-UN/UNHCR Administrative Rules, Regulations and Procedures
SC-UNHCR Procurement Rules and Procedures*

(Functional Skills marked with an asterisk are essential)*

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

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Core Competencies:

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies:

Empowering and Building Trust

Managing Performance

Judgement and Decision Making

Cross-Functional Competencies:

Analytical Thinking

Planning and Organizing

Stakeholder Management

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.

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.