

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's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Supply Officer supports the supply activities at global, regional or country operations level. The position may be located at Headquarters (within DESS), in a Regional Bureau or in a Country Office. In the Bureau the incumbent normally reports to the Senior Supply Officer or the Senior Operations Coordinator. In the Country Operation s/he normally reports to the Senior Supply Officer or the Head of Office, as appropriate. The incumbent maintains contact with other UN agencies, NGOs, government partners and commercial contractors to facilitate supply activities operations. The incumbent may directly supervise professional and general service staff in the office. As and when required, the incumbent will provide support to other units under the respective area of responsibility.

S/he will ensure 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 create/maintain 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 incumbent will also create/maintain offices' supply chain optimised and aligned with the operations' evolving needs and management systems.

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.

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. In addition, the incumbent will coordinate with SMS regarding policies, overall planning and management of resources that have an impact on Supply or where Supply has an impact on other parts of the operation.

In the Bureau the function extends to capacity-building, coaching and guidance on policy and operational issues to ensure compliance with UNHCR procurement, logistics and asset management rules and regulations; as well as support supply planning, implementation, reporting and statistics. The Supply Officer, being part of the Bureau Supply team will, take on the role of supporting, analysing and coaching the supply functions at Country Operation levels. The Supply Officer will primarily focus on supporting the sourcing/procurement aspects of the supply function, as Bureau remains a procurement-prone region requiring a sound level of risk management tools. In complex and challenging operational environment, an excellent procurement expertise will then be required to mainstream UN procurement principles as well as UNHCR internal policies throughout the region. This would include to ensure that each country operation can maintain an effective and compliant 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. Furthermore, the incumbent will be part of the reviewing team of the Regional Committee on Contracts which has been established to approve cases at a higher threshold than

the Local Committee on Contracts. The Supply Officer will assist Country Operations on how to create/maintain 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. S/he will also have a large responsibility on capturing, analysing and reporting the information from the different Country Operations of the Bureau. This would require strong interaction and coordination in addition to an excellent knowledge of UNHCR tools (MSRP, Focus) and data analysis.

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

- Analyse the existing infrastructure and ensure that it is optimally aligned with the operational needs.
- Support all activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance, warehousing, asset and fleet management in the operation.
- Support the procurement process to ensure timely, cost-effective and adequate delivery of commodities and services to support operational needs.
- Contribute to the development of relevant contacts and build constructive relations with government authorities, implementing partners, UN agencies and others, to foster mutual cooperation for the timely delivery of relief items avoiding bottlenecks.
- Adapt standard supply chain structures to the local environment that are consistent with the operational needs.
- Guide 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).
- Establish and maintain 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.
- Participate in Identifying, assessing and selecting vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- Implement effective asset and fleet management that regularly monitors the asset/fleet pool, increases efficiency safeguards the investment of the organisation.
- Analyse the quality of commodities and services delivered in relation to the needs of the location and established quality standards.
- 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.
- 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.
- Ensure effective information flow in the supply chain and adapt process and documents to the prevailing environment.
- Depending on the size of the operation act as ex-officio in the LCC Review and clear procurement cases for the relevant procurement authority.

In the Regional Bureaux:

- Support Country Operations on how to implement supply operations based on interpretations of the situation and conclusions to how the operation can be best implemented.
- Ensure that global Supply policies are understood by all Supply teams in the region by offering summaries and relevant interpretations in the regional context.
- Seek opportunities for regionalizing and streamlining Supply operations where operational advantage can be achieved
- Track the progress of specific periodic operations and provide guidance that ensures timely implementation.
- Organize and deliver training at regional level in the different Supply functions such as procurement, logistics, asset and fleet management.
- 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.
- Regularly visit country operations and their Supply teams including visits to camps and other operational sites, provide oversight and support within the operational context.
- Assist in providing a diagnostic on MSRP management reports for country operations, and coordinating with the Regional Supply Coordinator for necessary follow-up to ensure that data, in particular stocks accurately and completely reflect the reality in the warehouses.
- Support the revision of country financial reports and work with the Country Operations Supply Team leaders to address red areas relating to Supply aspects of operations.
- Ensure that country needs assessment plans are established, combine them into regional procurement plans and monitor their timely implementation and changes based on operational needs.
- Monitor and advise operations on import and customs clearance (as required) to resolve and ensure bottlenecks a smooth flow of goods to the operations.
- Ensure coordinated emergency deployments of staff in consultation with SMS to countries in the Bureau.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

*Supply Chain Management;
Business Administration;
International Commerce;
Engineering;
or other relevant field.*

(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. Proven ability to manage a team.

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.

Functional Skills

UN-UN/UNHCR Administrative Rules, Regulations and Procedures;
SC-Supply Chain/Procurement Management;
SC-UNHCR Procurement Rules and Procedures;
Supply Chain planning and strategy development;
DM-Database Management
MG-Negotiation;

(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:

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

Cross-Functional Competencies:

Planning and Organizing
Analytical Thinking
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

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's Title Supervisor Grade

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 Logistics Officer manages and supports all activities pertaining to the logistics function including planning, sourcing & procurement, transport, customs clearance, warehousing 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 normally supervises 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 contribute to the maintenance of logistics infrastructure that is robust and flexible 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 Logistics 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 performs 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, the Global Asset and Fleet Management, if and as required and if applicable.

Contacts are predominantly with other UN agencies, Implementing 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, asset and fleet management, as applicable.
- Prepare plans for delivery of relief and other non-food items according to the operational needs and provide regular updates.
- In emergency situations (refugees, internally displaced persons and/or any other person/s of concern to UNHCR), coordinate with all stakeholders to ensure that the Organization is able to, in a timely and cost-efficient manner, provide core relief and non-food items.
- Apply UNHCR's sourcing and procurement strategy when planning for purchase of important commodities and services.
- Prepare supply chain management plans, implement them and provide information on the status of requests and the availability of items in the different steps of the supply chain.
- Oversee 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.
- Ensure accurate and comprehensive records on logistics activities and provide timely reports and updates both periodically and on request.
- Provide guidance and advice on UNHCR procurement policies and procedures to support and assist requesting operations, HQ entities and others, as applicable.
- Oversee sourcing & procurement activities and deliver information on all sourcing & procurement activities within the AOR. Provide guidance and advice on UNHCR procurement policies and procedures to support and assist requesting sections.
- Analyse the quality of commodities and services delivered in relation to the needs of the location and established quality standards. Establish a local quality assurance process.
- Monitor the planning and the supervision of UNHCR's emergency airlifts, sea and road transport arrangements are efficiently carried out.
- Supervise UNHCR's emergency airlifts movements in collaboration with all the stakeholders and the GSMs.
- Ensure the accuracy of supply chain related data in relevant business systems. Based on statistical information and analysis, identify trends and developments in supply chain related matters and adjust decision making if needed.
- Disseminate, promote commitment to and monitor compliance with UNHCR's global policies, standards and guidance on supply chain management.
- Establish and monitor Key Performance Indicators (KPI) for Supplier(s)/Service Provider(s).
- Apply sustainable supply chain strategy throughout activities performed.
- Make recommendations to senior management on resource allocation to support on-going operations.
- Coordinate with Emergency Supply Unit, freight forwarders, and emergency operations for the release of the relief items.

In the Regional Bureaux:

- Track the progress of specific operations and provide guidance that ensures timely implementation.
- Support Country Operations on how to implement logistical operations based on interpretations of the situation and conclusions to how the operation can be best implemented.
- Track the progress of specific periodic operations and provide guidance that ensures timely implementation.
- Coach and advise individuals or supply teams as requested.
- Provide guidance to Operations based on logistics KPIs for the region and prepare actions plans in case of deviations as required.
- Advise and guide UNHCR operations on the management of their logistics activities in an effective and efficient manner and fully compliant with the prevailing supply chain policies and manuals.
- Develop relevant contacts and build constructive relations with government authorities, partner organizations, UN agencies and others, to foster mutual cooperation for the timely and appropriate logistics management by setting and adapting supply chain structures to the local environment that are consistent with the operational needs.

In the Country Operations:

- Ensure that applicable exemptions and approvals are obtained in a timely manner (i.e. tax exemption, import customs clearance, waivers etc.).
- Ensure management of incoming pipeline of goods in accordance with prevailing policies, rules and regulations.
- Manage warehousing according to "Best Practises" and UNHCR rules and regulations.
- Manage and oversee the release and transportation and of relief and other non-food items.
- Provide action plans based on asset management reports, customised reports, and gather information on all assets and provide in-depth reports periodically and when requested.

- Establish and monitor local quality control process.
- Optimise the local supply chain functions and align them with the Operations' evolving needs and management systems, and there is an infrastructure that is robust and flexible enough to accommodate operational volatile requirements.
- Coordinate logistics activities of UNHCR partners and/or contractors performing supply related activities and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Oversee regular physical verification of PPE and their proper management.
- In coordination with the Global Fleet Management team establish effective asset and fleet management that taking into consideration the local needs and capacities.
- Ensure effective information flow in the supply chain and adapt local process to the prevailing environment.
- Ensure that safety and security of stocks is maintained throughout the warehouse cycle.
- Oversee and ensure systematic conduct of warehousing processes.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years 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 4 years 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
*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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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

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

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Functional Group - Level 2 Job Code

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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 Senior Supply Officer or Senior 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 professional and/ or general service staff.

The Procurement Officer takes on the role of leading, coordinating and supervising procurement activities within an office. The incumbent maintains 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 and assist in drafting (frame) agreements.

The incumbent's role is to deploy effective and efficient procurement skills in conformity with the prevailing rules and regulations. The incumbent will assist in the development of complex goods and services contracts, will manage vendors, define clear terms and conditions and ensure best value for money as well as assist in identifying and managing associated risks. S/he 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. S/he reviews and/or drafts procurement cases to be presented to the respective Committee on Contracts.

The Procurement Officer function extends to providing advice, capacity-building, coaching and guidance on policy and operational issues to ensure compliance with UNHCR procurement rules and regulations. The incumbent provides necessary support in identifying opportunities for capacity development in the supply teams, for requesting units, and for other stakeholders (such as Partners).

The incumbent maintains impartial, ethical and customer-oriented relations with suppliers and Partner organizations. S/he exchanges information with counterparts in other UN agencies, and International Organisations within the framework of joint UN collaboration and mutual recognition, if and whenever necessary. S/he is responsible for observing the maximization of resources and the simplification of processes through cooperation with other UN agencies (Deliver as One).

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

- Lead the day-to-day procurement process to ensure timely, cost-effective and adequate delivery of goods and services to support operational needs, factoring in sustainably, economic, environmental and/or climate considerations.
- Ensure high quality standards for goods and services procured by UNHCR by developing and maintaining specific internal control and self-evaluation criteria/procedures.
- Contribute to the development of procurement and supply chain strategies for important commodities and services and ensure adequate capacity to respond to emergencies.
- Coordinate strategic procurement meetings with requesting units to ensure the adoption of an adequate procurement action for specific requirements.
- Review and advise on relevant purchase requests to ensure they are complete and in accordance with specifications, standards, procurement policy and procedures, available resources and delivery time.
- Conduct market surveys, identify, assess and select vendors based on their capability for timely and effective delivery.
- Evaluate purchase requisitions, prepare and dispatch quotation requests and/or tenders, guide and support the evaluation of offers and bid-tabulations.
- 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.
- Manage negotiations with suppliers and develop and prepare contracts for procurement of goods and services by defining terms and conditions, ensuring best quality/delivery terms and pro-active management of associated risks.
- Prepare relevant documents for submissions to the Committee on Contracts.
- Prepare Contracts and Purchase Orders based on Statement of Works or Terms of Reference from requesting sections and send confirmations, requests for inspection and other correspondence.
- Approve purchase orders according to delegated authority.
- 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.
- Coordinate 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), including mapping of FSPs.
- Advise operations and colleagues on partner procurement multifunctional team role and Partner Procurement Qualification processes and requirements.
- Liaise, as appropriate, with the HQ/SMS and requesting units in the field, providing procurement advice on relevant policies and procedures and clarifying terms of reference/specifications.
- Disseminate and monitor compliance with UNHCR's global policies, standards and guidance on supply chain management.
- Contribute to effective information flow in the supply chain to achieve operational objectives in a timely and cost-effective manner.
- Assist in the resolution of 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.
- Ensure the effective and efficient use of financial and material resources within the rules and procedures of UNHCR.
- Contribute to 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.
- Support in the coordination of activities of Partners and/or contractors performing supply related activities and ensure that they understand and adhere to relevant UNHCR rules and procedures. Ensure Supply participation in the multifunctional teams for partner verification.
- Develop relevant contacts and build constructive relations with government authorities, partner Organizations, UN Agencies and other external counterparts to foster mutual cooperation for timely delivery of goods and services, avoiding bottlenecks such as streamlining green light processes and customs clearance processes.
- In coordination with Senior Supply focal points, contribute to the development and provision of procurement training.
- Manage staff performance and coordinate procurement activities ensuring broad understanding and adherence to the relevant and prevailing procurement rules and procedures.

Regional Bureaux

- Advise Country Operations in implementing procurement strategies based on requirements, risks and emergency context.
- Provide advice, capacity-building, coaching and guidance on policy and operational issues to ensure compliance with UNHCR procurement rules and regulations.
- Mainstream UN procurement principles, as well as UNHCR internal policies throughout the region.

- Review procurement cases from the operations that are above the country operations delegations, provide feedback as required, prepare Statement of Recommendation and clear the cases for the relevant procurement authority.
- Advise on 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.
- Capture, analyse and report on procurement data from the different Country Operations of the Bureau.
- Track global Procurement KPIs for the region and assist in preparation of regional ones, as required.

Country Operations

- Provide support to Country Operations on how to create/maintain a supply chain infrastructure that is robust and flexible enough to accommodate the needs of the operation and that enables timely emergency responses.
- Coordinate procurement activities of UNHCR Partners and/or contractors within the AoR, ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Lead the partner procurement assessment and coordinate within the MFT on the delegation of procurement process.
- Monitor, coach, guide and advise the staff within the given area of responsibility.
- Support the establishment and maintenance of an efficient and skilled workforce that is capable of supporting on-going operations.
- Adapt standard supply chain structures to the local environment that are consistent with the operational needs.
- 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.
- 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 P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

<i>Procurement, Business Administration, or other relevant field.</i>	<i>Supply, Law,</i>	<i>Logistics, Engineering,</i>
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(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
Supply Chain Learning Programme
Fritz Institute Certificate in Humanitarian Logistics (CHL)*

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

Relevant Job Experience

Essential

Solid functional knowledge for effective and efficient procurement of goods and services is of paramount importance.. Good working knowledge and experience in handling contract issues in the context of public procurement. Knowledge of best practices of procurement and subject matter expert in public procurement. Proven problem solving and statistical analysis capacity. 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. Proven ability to manage a team. A combination of excellent technical and soft management skills including an extensive experience in negotiations is a further requirement. 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

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.

Functional Skills

UN-UN/UNHCR Administrative Rules, Regulations and Procedures
UN-UN/UNHCR Procurement Rules and Procedures
SC-Supply Chain planning and strategy development
SC-Supply Planning
SC-Customs clearance
SC-Logistics
SC-Warehouse Management

(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

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

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.