

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT

VA Number: VENCA/FTA/001/2022

Title of Post	Supply Assistant	Category/grade	General Service, G4
Post Number	10038386	Type of contract	Fixed-term Appointment
Location	Caracas, Venezuela	Date of Issue	30/06/2022
The Effective Date of Assignment	As soon as possible	Closing Date	31/07/2022

Operational Context:

The position is located at the UNHCR office in Caracas which is classified as a duty station C. The UNHCR office in Caracas is located in Altamira, Chacao Municipality where most of the UN agencies and most of the official residences are located. The Supply Assistant provides support to 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 (AoR).

The incumbent is supervised by a higher level supply position and receives regular guidance and instructions from the supervisor on successive steps. S/he works independently on routine tasks while follows instructions of the supervisor on more complex issues. The incumbent may have contacts on a working level on specific 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 the management of material resources within the geographical area covered while exercising efficiency in the use of those 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.

Please also note that recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against COVID-19.

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.
- Support warehouse management, assist the process of the custom clearance of consignments, draft exemption requests, assist with goods & services deliveries and provide information on the status of requests and the availability of items in the supply chain.
- Assist in maintaining accurate and comprehensive records on supply activities and provide reports and updates periodically, and on request.

- Assist in the preparation of purchase requests.
- Prepare quotation requests and tenders, produce bid-tabulations from tenders, and prepare purchase orders for approval as per instructions of senior Supply staff or other line managers.
- Dispatch approved Purchase Orders, and follow-up with the delivery of ordered commodities and services.
- Produce standard asset management reports and other asset information, periodically and when requested.
- 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.

In the Regional Bureaux:

- Track global Supply KPIs for the region and assist in preparation of regional ones, as required.
- Monitor all periodic Supply exercises such as monthly reconciliations, quarterly physical inventory exercises, and year-end accounts closure procedures and provide relevant reports to senior managers.
- Assist Country Operations in MSRP management.

In the Country Operations:

- Ensure local liaison to effectively support the supply activities.
- Assist in the management of the storage of goods according to "best practices" and UNHCR rules and regulations;
- Assist in managing Property, Plant and Equipment (PPE) effectively according to UNHCR rules and regulation including registration and marking of new PPE, physical verification of PPE, preparation of agreements and disposal forms (including submissions to LAMB/AMB), and assistance with disposal of PPE.
- Perform other related duties as required.

Minimum Qualifications:

Education & Professional Work Experience

Years of Experience / Degree Level

For G4 - 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher

Functional Skills

IT-Computer literacy;
 SC-Supply Planning;
 SC-Customs clearance;
 SC-Logistics;
 SC-Warehouse Management;
 SC-Asset Management;
 SC-Fleet 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.**

Competency requirements:

Core Competencies:

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

Managerial Competencies:

- Not applicable

Cross-Functional Competencies:

- Analytical Thinking
- Planning and Organizing
- Technological Awareness

Eligibility:

Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (*RALS, UNHCR/AI/2020/1/Rev.2*). If you have questions regarding your eligibility, you may also contact the HR Unit.

In line with the RALS, the below category of candidates are eligible to apply for internally/externally advertised vacancies.

Group 1 candidates: Group 1 comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above. However, current GS staff members holding an indefinite or fixed-term appointment in the country of the vacancy who apply for a position two grades above the personal grade will be considered as Group 2 applicants.

Group 2 candidates: Group 2 comprises candidates from the below categories **after completion of one cumulative or continuous year of service** in the country of the vacancy.

- I. Current locally recruited UNHCR staff members holding a temporary appointment up to a maximum of two grades above their current positions;
- II. Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females) up to a maximum of two grades above the last position at UNHCR;
- III. National United Nations Volunteers currently working for UNHCR;
- IV. National UNOPS and individual contractors currently working for UNHCR;
- V. Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade;
- VI. Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment applying to a GS post;
- VII. Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment applying to a GS post;
- VIII. Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment up to a maximum of two grades above their current positions.

External candidates: External candidates are candidates who are not in Group 1 or Group 2. They must meet the essential minimum requirements of the position, 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 and please refer to the relevant category / grade level at: <http://icsc.un.org>

Submission of Applications:

- **Interested Group 1 and Group 2 applicants** need to apply via email by sending their UNHCR Factsheet, completed and signed UNHCR Personnel History Form (PHF) and Motivation letter to VENCAHR@UNHCR.ORG. Please update your personal profiles (factsheet) with all required information before your application.
- **Interested external applicants** also need to apply via email by sending their completed and signed UNHCR Personnel History Form (PHF) and Motivation letter to VENCAHR@UNHCR.ORG
- All applications must be sent by email to the following email address VENCAHR@UNHCR.ORG and in the email subject line please quote the **Vacancy Announcement number / Title of the Position / Your Last Name**.
- Not signed, incomplete and late applications will not be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates will 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).
- The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.
- UNHCR is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, sexual orientation, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. UNHCR seeks to ensure that male and female employees are given equal career opportunities. All applications will be treated with the strictest confidentiality.
- UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behavior and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at inspector@unhcr.org or through the online complain form at <https://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.
- UNHCR only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>.

- For any technical problems encountered during the online application, please send an email to the below email address titled **“Online VA Query-your name and surname”**. Human Resources Caracas VENCAHR@UNHCR.ORG