



UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES REPRESENTATION IN SOUTH SUDAN

INTERNAL/EXTERNAL VACANCY NOTICE VN/023/2017

Title:	Supply Assistant
Category and Level:	G4
Duty Station:	Bunj, South Sudan
Position Number:	10020599
Expected Duty Start Date:	ASAP
Application deadline:	11th July 2017

THIS VACANCY IS OPEN TO SOUTH SUDANESE CITIZENS ONLY

DESCRIPTION OF RESPONSIBILITIES

Operational Support

1. Initiate custom clearance of consignments, draft exemption requests, liaise with local agent, support warehouse management, assist with planning and goods deliveries and provide information on the status of requests and the availability of items in the supply chain.
2. Maintain accurate and comprehensive records on logistical activities and provide reports and updates periodically, and on request.

Infrastructure Support

3. Examine Purchase Requests to ensure conformity and liaise with requesters.
4. Prepare quotation requests and tenders, produce bid-tabulations from tenders, and prepare Purchase orders for approval.
5. Dispatch approved Purchase Orders, and follow-up with the delivery of ordered commodities and services.
6. Provide information on all procurement activities within area of responsibility.
7. Assist in managing Property, Plant and Equipment (PPE) effectively according to UNHCR rules and regulations including registration and marking of new PPE, physical verification of PPE, preparation of agreements, preparation of disposal forms (including submissions to LAMB/AMB), and assistance with disposal of PPE.
8. Produce standard asset management reports and other asset information, periodically and when requested.

Business Support

9. Identify and assess vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
10. Maintain accurate data in all relevant business systems. Compile statistical information on supply chain related matters that will assist in decision making.
11. Any other responsibility deemed necessary or as delegated by the Supervisor in order to meet the level of service requires by the organisation.

MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE:

- Completion of the Secondary School Education;
- Minimum 4 years of previous relevant professional job experience;
- Fluency in English and working knowledge of another relevant UN language and/or local language (as applicable in the duty station).

DESIRABLE QUALIFICATIONS AND COMPETENCIES:

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

Interested candidates should submit **ONLY the following documents:**

- **UN Personal History Form**
- **Motivation Letter**
- **Copy of certificate (s)**

DO NOT SUBMIT ANY OTHER DOCUMENTATION, PLEASE. IF NEEDED, YOU WILL BE PERSONALLY REQUESTED TO DO SO

The set of documents is to be sent to the ssudjuhr@unhcr.org e-mail address stating VN/023/2017 in the subject line.

Candidates can also submit their applications to the UNHCR Offices in Juba and Bunj. Envelopes should be addressed to HR Unit with VN/023/2017 reflected on them.

Incomplete applications will not be considered.

Only short listed candidates will be contacted and invited for the written test and interview.

Female candidates are encouraged to apply.

28th June 2017