

La Oficina en Costa Rica del Alto Comisionado de las Naciones Unidas para los Refugiados (ACNUR), informa y les invita a participar en el **concurso para el puesto de “Supply Associate”**

Los detalles generales de la vacante se describen a continuación:

Vacante Número:	VN-037-20-COSSA
Nombre del puesto	“Supply Associate”
Referencia del puesto	N/A – Asistencia de duración limitada.
Nivel del puesto	G-6
Sede de trabajo	San José, Costa Rica
Duración de contrato	Del 1 de setiembre hasta 31 de diciembre 2020 (con posibilidad de extensión)
Fecha límite para aplicar:	14 de agosto de 2020
Hora límite para aplicar:	19 horas (hora de Costa Rica)
Requerimientos	<ul style="list-style-type: none"> Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica y con permiso laboral. Llenar Formulario PHF (completo y firmado)
Medio/forma de aplicar	Favor enviar su aplicación a la dirección: <ul style="list-style-type: none"> correo electrónico: cossarrh@unhcr.org Indicar en el asunto: Vacante número + apellido + nombre
Modalidad de selección	Solo los candidatos en lista corta serán contactados para una entrevista y una prueba técnica escrita.
Documentos adjuntos	<ul style="list-style-type: none"> Descripción de funciones Formulario PHF

Solo se contactarán a las personas que hayan sido preseleccionadas (lista corta).

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. VN-037-20-COSSA**

Title of Post	Supply Associate	Category/grade	General Service, G6
Post Number	1000042	Type of contract	Temporary Appointment
Location	San Jose, Costa Rica	Date of Issue	4 August, 2020
Effective date of assignment	1 September, 2020	Closing Date	14 August, 2020

Operational Context: *(include details here on the “ideal” candidate – both in terms of soft skills, as well as technical/functional skills etc.).*

The incumbent is supervised by a higher-level supply position and receives regular guidance and instructions from the supervisor on successive steps. The incumbent may supervise some staff in the office. The incumbent maintains regular contact on a working level on routine 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 and monitor the supply activities assigned to him/her while exercising efficiency in the use of the available resources.

Functional Statement: *(to be taken from the job description)*

- 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.
- Apply UNHCR's sourcing & procurement strategy when planning for purchase of important commodities and services. Update the information in UNHCR IT systems. Ensure timely customs clearance of consignments.
- Maintain accurate and comprehensive records on supply activities and provide timely reports and updates both periodically and on request.
- Evaluate purchase requisitions to ensure that specifications, delivery dates and all other requirements are in order.
- Draft and dispatch quotation requests and/or tenders and assist in the evaluation of offers and draft bid-tabulations, prepare proposals for award of contracts to the Committee on Contracts.
- Prepare Purchase Orders and send confirmations, requests for inspection and other correspondence, and monitor the manufacture/transport of ordered goods to ensure timely delivery.
- Provide guidance and advice on UNHCR procurement policies and procedures to support and assist requesting operations, HQ entities and others, as applicable.
- Perform monthly reconciliations of Inventories, quarterly physical inventory exercises, and year-end accounts closure procedures and ensure that they are implemented.
- Provide asset management reports, customised reports, and gathers information on all assets and provides in-depth reports periodically and when requested.

- Monitor the quality and accuracy of supply chain related data in relevant business systems. Compile and analyse statistical information, identify trends and developments in supply chain related matters that will assist in decision making.
- Disseminate and promote UNHCR's global policies, standards and guidance on supply chain management.
- Ensure local liaison with partners to effectively support the supply activities.
- Manage storage of goods according to "best practices" and UNHCR rules and regulations.
- Coordinate supply activities of UNHCR Partners and/or contractors performing supply related activities and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Implement effective asset and fleet management that regularly monitors the asset/fleet pool, saves cost and safeguards the investment of the organisation including receipt, inspection, registration & marking of new Property, Plant and Equipment (PPE), organisation of the physical verification of PPE, ensure that PPE agreements are properly issued and signed, and preparation of disposal forms and cases for the Asset Management Board, and organise the disposal of PPE according to Asset Management Board decisions.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- Completion of Secondary education courses/ training/ certificate in Business Administration, Trade, Economics, Marketing or a related field.
- Minimum 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher
- Computer skills (in MS office)
- Fluency in English and working knowledge of another relevant UN language or local language

Desirable Qualifications & Competencies:

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR financial rules, procedures and processes.
- Knowledge of UNHCR specific programmes (MSRP).
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.

Required Competencies:

Managerial Competencies

- Managing Resources

Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing

Eligibility:

Internal candidates: Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

External candidates: External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

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 at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, updated factsheet (for internals), signed Personal History Form (for externals) by e-mail** clearly stating the position title, vacancy notice number and your Last Name in the subject line to: cossarrhh@unhcr.org by the closing date.

The Personal History Form and its supplementary sheet is attached.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may 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).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

Refugees – who cares? We Do



Lidia Usoltseva, Associate Supply Officer

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.