

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001554--Associate Supply Officer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	South Sudan
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Maban [SSD], Bunj
Assignment Place	Non-Family Duty station

Assignment Place Remark

Non Family Duty Station

Living Conditions

The UNHCR operation in South Sudan provides protection and support to refugees, IDPs, and statelessness. The conflict that broke out in Sudan's South Kordofan and Blue Nile States in 2011 led to widespread displacement of civilians to Upper Nile State and Unity State in South Sudan. As a result, in 2019, South Sudan is hosting almost 300,000 refugees mainly from Sudan but also from DRC, Ethiopia, and CAR. In 2019, almost 1.9 million people have been displaced in South Sudan as a result of the civil war which has brought massive destruction and loss of life, as well as serious violations of human rights. Since the Revitalized Agreement on the Resolution of the Conflict in the Republic of South Sudan (R-ARCSS) was signed on 12 September 2018, the security situation in South Sudan improved in most areas.

R&R cycle for all duty stations in South Sudan is six weeks and all international staff reside at UNHCR provided accommodation. UN curfew is from 19:00 to 06:00. There are limited medical facilities in Juba and other cities in the country. The Bunj hospital has minimal medical facilities with serious to severe cases managed outside the duty station. In all UNHCR compounds, regardless of the location,

accommodations are equipped with all the necessary furniture and cleaning services. In addition, most locations are equipped with a gym or some sports equipment. Food supply varies depending on the season; at Bunj Maban fruits and vegetables tend to be scarce most of the year. There is the option for staff to buy meals from a cafeteria. WFP UNHAS provides air passenger service three times a week. There is water, electricity, and Internet connection available on the UNHCR compound that houses both office premises and accommodation. The area has no banking facilities, and phone communications are mostly erratic.

South Sudan is a unique country and Bunj Maban is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title Associate Supply Officer

Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of please complete with the function of the supervisor the UN Volunteer will undertake the following tasks:

Strategy:

- Prepare plans for delivery of relief items according to operational needs.
- Apply UNHCR's procurement strategy when planning for purchase of important commodities and services.
- Through regular physical verification of Property, Plant and Equipment (PPE) establish their status, propose old and obsolete PPE for disposal and plan for the arrival of replacement items.

Operational Support:

- Contributing within the Multifunctional team to Identify partners, in particular 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.
- 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.
- Ensure timely customs clearance of consignments, and manage storage of goods according to "best practices" and UNHCR rules and regulations.
- Maintain an efficient system for the release, distribution and redeployment of goods.
- Coordinate transportation and distribution of relief items.
- Maintain accurate and comprehensive records on logistical activities and provide timely reports and updates both periodically and on request.
- Coordinate activities of implementing partners and/or contractors performing supply related activities, and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Through regular physical verification of PPE establish their status.
- Propose old and obsolete PPE for disposal and plan for arrival of replacement items.

Infrastructure Support:

- Evaluate purchase requisitions to ensure that specifications, delivery dates and all other requirements are in order.

- Draft and dispatch quotation requests and/or tenders, assist in the evaluation of offers and draft bid-tabulations, and prepare proposals for award of contracts to the Committee on Contracts.
- Prepare Purchase Orders and send confirmations, requests for inspection and other correspondence;
- Monitor the manufacture/transport of ordered goods to ensure timely delivery.
- Analyse matters relating to procurement activities, and deliver information on all procurement activities within area of responsibility. Provide guidance and advice on UNHCR procurement policies and procedures to support and assist requesting sections.
- 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 and marking of new PPE, and organisation of the physical verification of PPE.
- Ensure that PPE agreements are properly issued and signed.
- Ensure proper preparation of disposal forms and cases for the Asset Management Board.
- Organise the disposal of PPE, according to Asset Management Board decisions.
- Provides asset management reports, customised reports, and gathers information on all assets and provides in-depth reports periodically and when requested.
- 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.
- **Business Support:**
 - Analyse the existing infrastructure and ensure that it is optimally aligned with the operational needs.
 - Implement practical projects to improve supply performance that has clear objectives, timescales, tasks and resources defined. Monitor the project implementation and report on progress.
 - 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, promote commitment to and monitor compliance with UNHCR's global policies, standards and guidance on supply chain management.
 - Adapt local supply chain structures to be consistent with the operational needs. Ensure effective information flow in the supply chain and adapt local process to the prevailing environment.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- UNHCR delivers timely and quality goods and services to persons of concern in compliance with supply chain rules and procedures.
- The local supply chain function is optimised and aligned with the operations' evolving needs and management systems and has an infrastructure that is robust and flexible enough to accommodate operational requirements.
- Supply chain activities are supported by effective partners.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level

Bachelor degree or equivalent

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W. www.unv.org

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Education - Additional Comments

University Degree in Business Administration, Marketing, Engineering, Logistics, Mathematics or related field.

Required experience 36 months

Experience Remark

A minimum 3 years of relevant professional job experience preferable in public procurement.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Logistics and supply management Mandatory

Area of Expertise Requirement

- Completion of UNHCR learning programmes or specific training relevant to functions of the position such as the Supply Chain Learning Programme (SCLP) is an asset.
- Other UN procurement and logistics trainings – such as IAPSO and UNPD – is an asset.
- Knowledge and working experience of PeopleSoft/MSRP Supply Chain applications is an asset.
- **Computer skills:** Solid knowledge of Microsoft computer programmes including Acces, Excel, PowerPoint, and Word.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

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The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful

candidate.

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities' services during pandemics).

Application Code

SSDR001554-10536

Application procedure

*** Not yet registered in the UNV Talent Pool?**

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

*** Already registered in the UNV Talent Pool?**

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.



Application deadline: 21 September 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTU1NA==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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