



**UNITED NATIONS RELIEF AND WORKS AGENCY  
FOR PALESTINE REFUGEES IN THE NEAR EAST  
UNRWA**

UNRWA is a United Nations agency established by the General Assembly in 1949 and is mandated to provide assistance and protection to a population of some 5 million registered Palestine refugees. Its mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip to achieve their full potential in human development, pending a just solution to their plight. UNRWA's services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance. UNRWA is funded almost entirely by voluntary contributions. For its international team, UNRWA is seeking a seasoned procurement and logistics professional for the post of:

***Head, Field Procurement and Logistics Office***

<b>Vacancy Announcement Number</b>	12-FO-SA-56
<b>Grade</b>	P-4
<b>Deadline for Applications</b>	23 October 2012
<b>Duty Station</b>	Damascus

The incumbent of this post will be responsible for the delivery of effective and efficient procurement and logistics services to meet and satisfy assessed programme needs across the broad spectrum of its regular, emergency and discrete project activities, as applicable. In accordance with the established Agency policy and procedures, the incumbent will:

**Primary Duties and Responsibilities**

- Plan, develop and manage the procurement activities of the Syria Field Office including multi-million dollar expenditure for procurement of a broad range of commodities, services and construction works. Serve as a principal advisor on procurement and logistics to the Field Office management;
- Be responsible for all aspects of supply chain management within the Syria Field in support of its operations, departments and programmes, resource allocation, sourcing, supplier management, inventory logistics and channels for distribution, forecasting, supply chain initiatives as well as flow and processes management, including:
  - a) Ensuring compliance with established tendering and quotation procedures for the supply of goods and services;
  - b) Conducting quality control on supplies and materials received;
  - c) Carrying out local market research and procuring local supplies;
  - d) Facilitating the receipt of supplies by land, sea and air through liaison with customs, port, shipping and government authorities and the processing of customs, tax exemption, insurance, clearing and forwarding documentation;
  - e) Supervising the sale of surplus, obsolete or unserviceable stock and stock control, warehousing and asset management functions;
- Develop and ensure the efficient implementation of the procurement annual plan and overall procurement strategies using best procurement practices and approved policies;
- Represent the Syria Field Office in contacts with internal and external parties on contractual matters and advise thereon. Recommend to the Field Director appropriate action to be taken in relation to procurement contracts and/or orders. Authorize procurement contracts up to an approved limit;

- Analyse all procurement proposals to determine appropriate strategy or approach. Perform market research to develop proposals on revisions of procurement plans, procedures and policies;
- Be responsible for managing the receipt, storage, issuance and distribution of basic commodities to the refugee special hardship cases, pregnant women and nursing mothers in the Syria Field. Pre-packing food rations and the operation and maintenance of the related machinery and equipment;
- Be responsible for all aspects of the motor transport management within the Syria Field, including driver testing, vehicle maintenance, registration and insurance and related machinery and equipment;
- Lead, manage and train the procurement team to efficiently perform the procurement activities as planned;
- Serve as a member of Committees and Boards as applicable.

### **Professional Knowledge and Experience**

- Advanced university degree (Master degree or equivalent) in a supply chain management discipline, business administration, public administration, commerce or related field; **or**
- A first level university degree with a relevant combination of academic qualifications and experience in supply chain management, procurement and logistics or related areas which may be accepted in lieu of the advanced university degree;
- Additional study, course-work or training in the areas relevant to supply chain management, procurement and/or a recognized qualification in procurement and logistics is preferable;
- At least 8 years of experience in the application of the knowledge acquired from a relevant advance degree (as stated above) with progressively responsible professional experience in procurement and logistics operations in large commercial or international organizations, of which at least five years at the international level, preferably in a developing country; **or**
- At least 10 years of experience in the application of the knowledge acquired from a combination of related experience and a relevant university degree (as stated above) with progressively responsible professional experience in high volume procurement and logistics operations in large commercial or international organizations, of which at least five years at the international level, preferably in a developing country;
- Proven record of delivering procurement programmes and services;
- Excellent command of written and spoken English.

### **Competencies**

- **Professionalism:** Exhibits broad knowledge of all facets of international procurement including knowledge of procurement and contract principles, techniques, practices, regulations, as well as current knowledge of broader economic and market perspectives; sound knowledge of and experience in best value procurement and in-depth cost analysis evaluation techniques combined with knowledge of administrative and management principles relevant to the direction of procurement of significant complexity, volume and financial and/or operational impact; demonstrated intellectual leadership and ability to integrate knowledge with broader strategic, policy and operational objectives; empowers others to translate vision into results; original and creative thinking, independent judgment and discretion in advising on and handling major procurement issues and problems; excellent negotiation skills and ability to persuade and influence others to reach agreement on complex issues;
- **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Agency's overall strategy and the Department's goals; generates and communicates broad and compelling directions;
- **Planning and organizing:** Proven ability to plan and organize work, requiring understanding of strategic direction and the ability to integrate the work into the Agency's/Field's plans and work programmes; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently;
- **Technological awareness:** Keeps abreast of available technology, understands applicability and limitation of technology, actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology;
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets

messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials, advisory committee's and oversight bodies; ability to communicate complex concepts orally; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed;

- **Client orientation:** Considers all those to whom support and services are provided to be "clients" and seeks to see things from the clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in support, services and products deliveries; meets timeline for delivery of support, services and products to client; establishes and maintains effective relationships with outside collaborators, suppliers and other contacts, including representatives of donor communities, states and the public;
- **Leadership:** Serves as a role model that other people want to follow; proven record of building and managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills; anticipates and resolves conflict by pursuing mutually agreeable solutions; drives for change and improvement; does not accept status quo; shows courage to take unpopular stands; provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in the supply chain management and procurement and logistics areas of work;
- **Building trust:** Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; places confidence in colleagues, subordinates and clients; follows through on agreed upon actions; treats sensitive or confidential information appropriately;
- **Managing performance:** Ability to establish priorities and to plan, coordinate and monitor work of others; ability to make timely decisions; delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities, accountabilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches tasks to skills; monitors performance against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly;
- **Teamwork:** Strong interpersonal skills including ability to operate effectively across organizational boundaries and ability to establish and maintain effective working relations with people in multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- **Proficiency** in the use of internet and MS Office programmes for word processing, spreadsheets, database management and presentation; working knowledge of the use of computer applications relevant to supply chain management and procurement including knowledge and work experience with any modern ERP system is desirable.

### **Desirable Qualifications**

- Knowledge of UNRWA and UN procurement rules and directives, of UN policies, procedures and operations as well as leading-edges supply chain management or procurement and logistics methods;
- Knowledge of Arabic language;
- Working knowledge and experience in the Agency's areas of operation and knowledge of Middle East culture.

### **Equivalency**

When the minimum requirements are not fully met, the Director of Human Resources may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualification, additional professional training and progressive relevant work experience. NB: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination.

### **Additional Information**

- The incumbent may be required to travel to different UNRWA areas of operation;
- Possession of a valid driving license.

### **Conditions of Service**

UNRWA offers an attractive compensation package including annual salary starting at **\$72,467** net tax free with dependants or **\$67,483** single, plus post adjustment of **47.1%** (subject to change without notice). Other benefits, subject to eligibility, include education grant, dependency allowance, home leave, pension fund, health insurance and 6 weeks annual leave. Syria is currently a non-family duty station. Staff members based in Syria are entitled to additional benefits, subject to eligibility, including danger pay and R&R leave every 6 weeks (according to the current UN classification of the duty station and subject to change without notice). Initial contract is for one year, with the possibility of further extensions subject to the availability of funds and the continuing need for the post.

### **How to Apply**

To start the **application process**, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing **UNRWA Personal History Form**. Please note that UNRWA only accepts degrees from accredited educational institutions. **Only applications received through <http://jobs.unrwa.org> will be considered.** Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. Initial contract is for one year, with the possibility of further extensions subject to the availability of funds and the continuing need for the post.

**UNRWA does not charge a fee at any stage in the recruitment process.**

### **General Information**

UNRWA encourages applications from qualified and experienced women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

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