

*Please note that effective 1 March 2019 we only accept applications submitted through the MSRP portal. All the internally/externally advertised job openings in the UNHCR Global Service Centre are available on the following website: [Job openings](#)*

## **VACANCY NOTICE**

### **JO#37962 - Senior Logistics Assistant**

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect refugees worldwide and find durable solutions for them. Established in 1950, 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, until they can return home voluntarily, integrate locally or to resettle in a third country. Today nearly 17,000 personnel work in 132 countries helping and protecting millions of refugees, returnees, internally displaced and stateless people.

As part of UNHCR outposted HQs, the Global Service Centre (GSC) in Budapest hosts among others Financial and Accounting Service, Human Resources services including global staff development, Supply and Procurement services, and ICT Service.

Nearly 500 staff members from around 79 countries work in the GSC. Locally recruited staff hold a University degree, fully conversant with computer technologies and are proficient in English. Several speak a second or third foreign language.

#### **Eligible Applicants**

This Job Opening is available to eligible UNHCR staff members and external applicants. Candidates must be legally present in Hungary at the time of application, recruitment and hire.

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.

#### **Procedures and Eligibility**

Interested applicants should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS).

#### **Duties and Qualifications**

Senior Logistics Assistant

##### Organizational Setting and Work Relationships

UNHCR delivers timely and quality goods and services to Persons of Concern (POC) in compliance with supply chain rules and procedures.

The Senior Logistics Assistant supports all activities pertaining to the logistics function including planning, sourcing & procurement, transport, shipments tracking, customs clearance, warehousing. The position may be located at Headquarters (within DESS), in a Regional Bureau or in a Country Office.

The incumbent is supervised by a more senior staff with logistics oversight function who defines the objectives and provides general guidance.

The incumbent maintains contact as instructed or as a follow-up to ongoing activities with other UNHCR offices, UN agencies, NGOs, government partners and commercial contractors in the area to facilitate performing the logistics function. S/he supports logistical activities assigned within the geographical area covered while exercising efficiency in the use of the available 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.

#### Duties

- In compliance with supply chain rules and procedures, support the related logistics activities to facilitate UNHCR end to end processes resulting in a timely and quality delivery of goods and services to POC.
- Support preparation of plans for delivery of relief and other non-food items as instructed by the supervisor and provide regular updates.
- Process all requests for CRIs from the GSM network in a timely and cost-effective manner
- Coordinate with the freight forwarders to ensure timely customs clearance of consignments, smooth delivery and receiving of relief and other non-food items ordered. In case of damages, raise the issue with supervisor to ensure necessary action is taken
- Maintain accurate and comprehensive records on logistical activities and provide timely reports and updates both periodically and on request.
- Assist in the evaluation of purchase requisitions to ensure that specifications, delivery dates and all other requirements are in order.
- Assist in drafting and dispatching of quotation requests and conduct of secondary solicitation and/or tenders and assist in the evaluation of offers when required.
- Contribute to the performance evaluation of goods/ services providers and warn for its extension when required.
- Prepare Purchase Orders and send confirmations, requests for inspection and other correspondence, and monitor the manufacture/transport of ordered goods to ensure timely delivery.
- Support warehouse management, and assist with planning of goods deliveries, and provide information on the status of requests and the availability of items in the supply chain.
- Prepare quarterly and annual statistical reports.
- Verify bills/invoices for payments against POs to ensure accuracy in the claim.
- Coordinate with Emergency Supply Unit, freight forwarders, and emergency operations for the release of the relief items.
- Coordinate with Emergency Supply Unit and other units in SLS regarding the replenishment of the stock and relief items.

#### In the Regional Bureaux:

- Assist in the monthly reconciliation of the stock, as applicable.
- Assist in tracking global logistics KPIs for the region
- Assist country operations in MSRP management.
- Support the work of the Regional Bureaux whenever required.

#### In the Country Operations:

- Assist local liaison with partners to effectively support the logistical activities.
- Assist in the initiation and/or coordination of tax exemption of consignments, import customs clearance (when applicable) and liaise with local agent(s)/focal point(s) to ensure exemptions, permits etc. are obtained in a timely manner.
- Provide support in fleet management tasks whenever required.
- Manage receipts and storage of goods according to "best practices" and UNHCR rules and regulations.
- Assist in coordination with logistics activities of UNHCR partners and/or contractors performing supply related activities.
- Assist in the management of the stock.
- Ensure stock inventory in MSRP is updated.
- Ensure that safety and security of stock is maintained throughout the warehouse cycle.
- Assist in regular stock checking including record of goods going in and out.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience  
 Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

NOTE: A completed and relevant minimum first level university degree (equivalent to BA or higher) shall count in full (100%) towards the required years of work experience. Priority will be given to eligible applicants meeting the full requirements.

Salary range: NET 431,375 HUF- NET 505,304 HUF

Field(s) of Education  
 Not applicable

Certificates and/or Licenses

Logistics	Business Administration	Supply Management
Economics	Finance	Commerce
Information Technology	Supply Chain Learning Programme	or any other relevant field

(Certificates and Licenses marked with an asterisk\* are essential)

Relevant Job Experience

Essential

Logistics, Supply Chain Management and/or relevant experience.

Desirable

Experience in dealing with Emergencies is of high advantage.

Other UN procurement and logistics training e.g. such as IAPSO and UNPD.

Experience in commercial air charter operations.

Experience in customs formalities.

Functional Skills

IT-Computer Literacy  
 SC-Asset Management  
 SC-Customs clearance  
 SC-Fleet Management  
 SC-Logistics  
 SC-PeopleSoft Supply Chain Management  
 SC-Public procurement  
 SC-Supply Planning  
 SC-Warehouse 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.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.  
Position Competencies

### **Language Requirements**

Please also note that English is essential for this Job Opening.

### **Closing Date**

The closing date is 07/07/2022  
The position number is #10022505

### **Benefits**

Annual leave: UNHCR staff members holding a fixed-term appointment will accrue annual leave at the rate of 2.5 working days for each full calendar months of service (i.e. 30 working days per year).  
Pension system: Staff members holding granted a minimum of 6 months fixed-term/temporary appointment will become participants in the United Nations Joint Staff Pension Fund (UNJSPF).  
Health insurance plan: locally recruited staff members in Budapest will be enrolled in the Medical Insurance Plan (MIP). The coverage is also optionally available for eligible family members.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted. UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

### **Additional Information**

In case you face technical issues with MSRP system, please clean cache, cookies in your browser and try again. In addition you could try to use incognito mode during the application process or use another browser. If none of the above solved the issue, please contact us [hqbscapc@unhcr.org](mailto:hqbscapc@unhcr.org)

### **Application can be submitted here:**

[https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=37962&PostingSeq=1](https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=37962&PostingSeq=1)