



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



Vacancy Announcement

Head, Field Procurement and Logistics Office, P-4 Beirut, Lebanon

Deadline for Applications	30 October 2018 (16 October 2018 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	18-FO-LB-54

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

Palestine refugees in Lebanon

In Lebanon, around 53 per cent of Palestine refugees registered with UNRWA are living in the 12 recognized refugee camps, all of which suffer from serious problems, including poverty, overcrowding, unemployment, poor housing conditions and lack of infrastructure. Because they are not formally citizens of another state, Palestine refugees are unable to claim the same rights as other foreigners living and working in Lebanon. Among the UNRWA fields, Lebanon has the highest percentage of Palestine refugees living in extreme poverty. UNRWA's services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

Do you want to make a lasting difference?

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this role, you 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. You will be responsible for all aspects of supply chain management within the Field in support of its operations and serve as principal advisor on procurement and logistics to Lebanon Field Office management.

The main responsibilities include:

- Planning, developing and managing the procurement activities of the Field Office including multi-million expenditure for procurement of broad range of commodities, services and construction works; serving as principal advisor on procurement and logistics to the Field Office management;
- Responsibility for all aspects of supply chain management within the 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:
 - (i) Ensuring compliance with established tendering and quotation procedures for the supply of goods and services;
 - (ii) Conducting quality control on supplies and materials received;
 - (iii) Carrying out local market research and procuring local supplies;
 - (iv) 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;
 - (v) Supervising the sale of surplus, obsolete or unserviceable stock and stock control, warehousing and asset management functions;
- Developing and ensuring the efficient implementation of the procurement annual plan and overall procurement strategies using the best procurement practices and approved policies;
- Representing the Field Office in contacts with internal and external parties on contractual matters and advises thereon; recommending to the Field Director appropriate action to be taken in relation to procurement contracts and/or orders; authorizing procurement contracts up to an approved limit;
- Analysing all procurement proposals to determine appropriate strategy or approach, performing market research to develop proposals on revisions of procurement plans, procedures and policies;
- Responsibility for managing the receipt, storage, issue and distribution of basic commodities to the refugee special hardship cases and pregnant women and nursing mothers in the Field; the pre-packing of food rations and the operation and maintenance of the related machinery and equipment;
- Responsibility for all aspects of the motor transport management within the Field; including driver testing, vehicle maintenance, registration and insurance and related machinery and equipment;
- Leading, managing, and training the procurement team to perform the procurement activities as planned and efficiently;
- Serving as a member of Committee and Board as applicable;

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$71,332** net tax free with post adjustment of **49.1%** (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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| ✓ Dependency allowances | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy | ✓ International health insurance; optional life insurance |
| ✓ Education grant for children | ✓ Disability protection |
| ✓ Home leave travel | |
| ✓ 6 weeks (30 working days) annual leave | |

Additional information

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

To qualify for this position, you will need:

Education Advanced university degree (Master degree or equivalent) in a supply chain management discipline, business administration, public administration, commerce or other related field; a first-level university degree with a relevant combination of academic qualifications and

Work experience

experience in supply chain management, procurement and logistics or related areas 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 procurements and logistics is preferable;

At least eight years' progressively responsible professional experience in procurement and/or logistics operations in a large commercial or international organization, of which at least five years at the international level, preferably in a developing country; **OR** at least 10 years of progressively responsible professional experience in high volume procurement and/or logistics operation in a large commercial or international organization, of which at least five years at the international level, preferably in a developing country;

Proven record of delivery of procurement and/or logistics programmes and services.

Language(s) Excellent command of written and spoken English.

Desirable qualifications:

- Knowledge of UNRWA and/or 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 operations area and knowledge of Middle East Culture.

You will also need to demonstrate the following competencies:

- Professionalism
- Vision
- Planning and organizing
- Technological awareness
- Communication
- Client orientation
- Leadership
- Building trust
- Teamwork

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Who we are

For over 65 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: www.unrwa.org

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. 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. **The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.**

General information

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

The retirement age for staff entering or re-entering service in the UN Common System after 1 January 1990 is 62 and 65 after 1 January 2014. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Date of issue: 3 October 2018/ CX