



## Senior Female Talent Pool Procurement and Logistics, P-4



### Deadline for Applications

31 December 2018

### Duration

Fixed-term positions of 1 or 2 years, as well as  
Temporary Appointments

### Duty Station(s)

Amman / Beirut / Jerusalem / Gaza / Damascus

### Vacancy Announcement Number

18-VS-TP-06

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 senior female professionals wishing to make a change.

### UNRWA Gender Parity strategic objectives

UNRWA is committed to achieving and sustaining gender parity at all levels of staffing. In line with the United Nations Secretary-General's system-wide strategy on gender parity and UNRWA's own Gender Equality Strategy 2016-2021, we have put in place an HR Action Plan to achieve gender parity at all levels of staffing by 2021.

One of the specific measures UNRWA has adopted to achieve parity is the establishment of Senior Female Talent Pools from P-4 to D-2 levels, to ensure a pipeline of qualified female professionals for both programmatic and support areas from middle to senior management.

### How do Senior Female Talent Pools work?

The Senior Female Talent Pools are open year-round to enable professionals to express their interest in employment with UNRWA in a particular domain. The expressions of interest received will be reviewed regularly by our recruiters with a view to:

- Contacting qualified professionals regarding vacancies that match their profile
- Augmenting shortlists for advertised vacancies where there is an insufficient number of qualified female candidates
- Sourcing candidates for a second selection exercise where a regular recruitment process has not filled an advertised vacancy
- Sourcing candidates for temporary opportunities
- Creating rosters of pre-approved candidates who can be considered for existing/upcoming vacancies through a truncated recruitment process

### 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 the role of Head, Field Procurement and Logistics Office, 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, as applicable.

### 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

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- 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 **(Jordan 44%, West Bank and Gaza 55.2%, Lebanon 49.1% and Syria 35.2%, all are 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 benefits available to staff working in Gaza:

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| ✓ Hardship allowance                  | ✓ Family visit travel   |
| ✓ Non-family service allowance        | ✓ Support for settling-in of staff members' families in nearby locations* |
| ✓ R&R leave (currently every 8 weeks) |   |

While Gaza is a **non-family duty station**, eligible staff members may set up a second household in a nearby location to have their family nearby. However, Gaza remains the official duty station with any travel outside the duty station being subject to management approval and in accordance to office practices to ensure international staff presence in Gaza at all times.

Additional benefits available to staff working in Syria:

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| ✓ Danger pay                   | ✓ Family visit travel  |
| ✓ Hardship allowance           | ✓ Rest and recuperation leave every 4 weeks (subject to change without notice) |
| ✓ Non-family service allowance |  |

#### To qualify for this position, you will need:

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|------------------------|---|
| <b>Education</b>       | Advanced university degree (Master's or equivalent) from an accredited educational institution in a supply chain management discipline, business administration, public administration, commerce, procurement and logistics or related field or related subject; a first level university degree with a relevant combination of experience in a related area may be accepted in lieu of the advance 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; |
| <b>Work experience</b> | At least eight years' experience in the application of the knowledge acquired in the advanced degree mentioned above with progressively responsible professional experience in procurement and logistics operation in large commercial or international organization, of which at least five years at the international level preferably in a developing country;   |
| <b>Language(s)</b>     | Excellent command of written and spoken English.  |

**How to submit an expression of interest**

To submit an expression of interest for this Senior Female Talent Pool, please register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. **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: 1 March 2018/SA

**Gender Equality**

