



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR Regional Office Jakarta, Indonesia

Terms of Reference International United Nations Volunteer Associate Supply Officer

Under the direct supervision of the Senior Supply Officer and the overall supervision of the Head of the UNHCR Field Office in Banda Aceh, the Associate Supply Officer, will undertake *inter alia* the following tasks:

1. Sourcing/procurement of timber, including species and applicable quality standards.
2. Evaluate Purchase Requests and authorizations to ensure that specifications, budget data and other requirements are in order;
3. Draft and despatch quotation requests and tenders
4. Evaluate offers and prepare bid tabulations
5. Requests for inspection, and other correspondence;
6. Maintain a roster of UNHCR suppliers to ensure a timely service;
7. Assist in the coordination of and reporting on the deployment of Non -Expendable Property;
8. Assist the office in maintaining internal control mechanisms to ensure that procurement standards and rules are strictly adhered to;
9. Performs other duties as required.

QUALIFICATION REQUIREMENTS:

EDUCATION: University Degree in Civil Engineering

EXPERIENCE: Considerable experience in building construction and experience in dealing with building materials suppliers is desirable.

LANGUAGE: Excellent knowledge of English (written and spoken). Knowledge of Indonesian desirable.

COMPUTER SKILLS: Proficiency in the use of Microsoft Windows essential.

OTHER REQUIREMENTS: Experience in customs formalities, logistics or warehousing. Knowledge of UN and UNHCR manuals and relevant UNHCR and UN policy papers and instructions. Flexibility and good team skills.

Duty Station: Banda Aceh (with potential missions to Nias Island and Medan)

Date of Entry: Immediate