



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

Do you have the dedication, skills, knowledge and experience to help us improve the life of Palestine refugees? The United Nations Relief and Works Agency offers challenging opportunities for professionals interested in working in a results-driven and diverse environment. If you are, then we would like to hear from you.

UNRWA is the United Nations agency responsible for the protection, care and human development of a population of some 4.6 million Palestine refugees living in the Gaza Strip, the West Bank, Jordan, Lebanon, and the Syrian Arab Republic. The Agency is committed to assisting Palestine refugees in maintaining a decent standard of living, acquiring appropriate knowledge and skills, enjoying the fullest possible extent of human rights, and leading a long and healthy life. UNRWA is by far the largest UN operation in the Middle East with over 29,000 staff. Most of the staff members are refugees themselves, working directly to benefit their communities – as teachers, doctors, nurses or social workers.

***Warehousing & Distribution Officer
(For internal only)***

Location	Gaza Field
Type of Appointment	Fixed-Term
Deadline for Application	19 June 2017
Vacancy Announcement Number	01-06-2017
Grade	15
Department/Division	Logistics Office

MAIN RESPONSIBILITIES

In accordance with established Agency policy and procedures, the ideal candidate:

- Manages the available resources and coordinates warehousing and distribution activities towards providing efficient control and management of goods procured for the Field Office Operations; oversees preparation and verifies the section operational budget, quarterly budget revisions; verifies expenditures and provides supervisory management of all functional areas within the section; identifies the requirements in the relevant supply chain and resolves any problems related to supply control, stock management and warehousing
- Utilizes the REACH system in order to plan delivery schedules, monitors the deliveries by advising the Field Procurement Officer, HQA/PLD and Transport Agents; follow up the inbound/outbound movement of supplies, ensures coordinated offload and oversees quality control standards fulfillment for warehousing the received goods; coordinates with Field Programs, Procurement staff and Materials Inspectors to ensure goods received are in accordance with specifications and that REACH documentation is promptly and accurately handled in accordance with the relevant UNRWA policies;
- Ensures and oversees receipt, storing and distribution through warehousing of all goods and basic commodities received in accordance with the agency policies concerning security, hygiene and safety, including but not limited to general stores, basic commodities, transit and fuel point; oversees space allocation planning and monitors procedures for stock turn around to ensure no redundancy of stocks;
- Oversees and monitors through the REACH system the status of all stocks, replenishment action, contract obligations, overdue and damaged goods or incorrect goods specifications received; directs and monitors the corrective action required;
- Projects and coordinates the strategic and day-to-day work development, management and administration functions of the section and provides substantive inputs to the Field Logistics Officer Management; compiles and certifies reports submitted by both warehousing and distribution officers;

- Provides guidance, expert advice, consultation, and support in all supply control management matters to all levels of the Field Office Operations and its customers;
- Performs such other duties as may be assigned.

PERSONAL & PROFESSIONAL COMPETENCIES

- A university degree in supply chain management, business administration, public administration, commerce or related field or equivalent experience in related function which off sets lack of advanced education.
- Five years of experience in logistics related function of which at least two years have been in a supervisory position;
- Excellent command of spoken and written English and Arabic
- Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills;
- Considers positive and negative impact on others and on the agency
- Speaks and writes clearly and effectively tailoring language, tone, style and format to the audience;
- Allocates appropriate amount of time and resources for completing work with maximum impact and efficiency;
- Identifies and monitors changes in clients' needs and seeks appropriate solutions for them;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Keeps abreast of new developments in own occupation/profession.
- It's desirable to have experience in working with the UN rules and regulations and experience in using Enterprise Resource Platforms or supply chain specific software applications or data bases.

ADDITIONAL INFORMATION

- Possession of a valid driving license.

CONDITIONS OF SERVICE

- Basic Salary: Monthly basic salary \$1,493.70 and monthly dependency allowance up to \$123.25.
- Contract Duration: Three years including 1 year probation period.
- Employment for this post might be either on full-time or part-time basis based on the needs. Announcing this modality does not mean that it would definitely be used. It would rather give the Agency the flexibility to use both full time and part time contracts based on the work needs and the personal circumstances or preferences of the staff member.
- Leave: 30 days annual leave
- Pension: Provident Fund contribution
- Other conditions of service and benefits may apply.

EQUIVALENCY

When the minimum requirements are not fully met, the Director of Human Resources; in consultation with the Director of UNRWA Operations, Gaza may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualifications, 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.

ASSESSMENT METHOD

Qualified candidates will be required to undergo tests and a competency based interview. To learn more about positive and negative indicators of professional behaviours within the UN competencies, you may review the [UN Competency Development – A Practical Guide](#)

GENERAL INFORMATION

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 working environment.

الأونروا هي منظمة تابعة للأمم المتحدة، وهي منظمة تفترض من موظفيها الالتزام بأعلى معايير الاستقامة والحياد والنزاهة. ويشمل ذلك احترام مبادئ حقوق الإنسان واحترام التنوع وتبني الوسائل غير العنيفة في حل كافة أشكال النزاعات. المتوقع من موظفي الأونروا أن يقوموا بدعم هذه القيم في كافة الأوقات، سواء في أماكن العمل

UNRWA encourages applications from qualified and experienced women. It is Agency policy to give full consideration to disabled candidates whose disability does not militate against the effective performance of the duties of the post. UNRWA is an equal opportunity employer and welcomes applications equally from men and women. Where there are two or more equally qualified candidates, selection preference will normally be given to internal candidates, Palestine Refugees and candidates of the under-represented gender. With their prior agreement, candidates who are approved as suitable for appointment but are not the selected candidate for this vacancy, will be placed on the Agency's roster of pre-approved candidates for a period of up to one year, and may be considered for future vacancies in the same position. The Agency maintains the discretion to fill future vacancies for this position from the roster without re-advertising the vacancy.

HOW TO APPLY

If you have got the skills and experience required above, and want to make an active and lasting contribution to improving the lives of Palestine refugees, then register on <http://jobs.unrwa.ps> by creating a personal profile and completing the UNRWA Personal History Form. Only applications received through this website will be considered. Please note that UNRWA only accepts degrees from accredited educational institutions. Candidates may also be invited to take a technical exam in order further evaluate their qualifications for the post. *Due to a high volume of applications received, only short-listed applicants will be contacted.* The United Nations does not charge a fee at any stage of the recruitment process. The United Nations does not concern itself with information on bank accounts.

As an Area post, preference will be given to local candidates already based in the duty station of the post.

5 June 2017