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

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/022
Post Title:	Snr Supply Clerk
Duty Station:	Mpanda Field Office
Remuneration:	Attractive salary (GL5 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Assoc Admin/Finance Officer, and the overall supervision of the Head of Field Office, the incumbent will perform the following duties:

- Provide logistics support and assist in the implementation of the annual and special programmes;
- Provide logistics advice and assistance in respect of local procurement for UN offices;
- Obtain detailed data, specifications and quotations on items required to be purchased on the local market and provide evaluations, comments and recommendations;
- Undertake administrative and operational procurement employing standard UNHCR practices, arranging for delivery, installation and after-sales service when applicable;
- Maintain updated logistics files and computerized data bases of companies and suppliers as well as inventories of non-expendable and special items on appropriate forms;
- Supervise the UNHCR rented warehouses, paying particular attention to their management, stock records, acceptance reports, delivery reports, cleanliness, warehouse procedures, stock rotation, security, etc., in accordance with the UNHCR Supplies and Food Aid Field Handbook and with the WFP Food Storage Manual.

Qualification and Experience

- National of the United Republic of Tanzania;
- Completion of secondary education;
- Candidate with a Certificate in transport, logistics, materials management or similar equivalent qualification will be given preference;
- Minimum of three years of previous experience and at least one year experience in the related field; and
- Excellent command of English and Kiswahili (Written and Spoken). Knowledge of second UN language (especially French) is an added advantage. Must be fully conversant with the use of Word and Excel.

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.