Vacancy Announcement
(Vacancy Nº Operations/FT/13/007)

The United Nations Children's Fund (UNICEF), Cambodia, is inviting qualified applications for the post of:

Supply Officer (NO-B) to be based in Phnom Penh

The Supply Officer is part of a dynamic team that is responsible for the procurement and delivery of UNICEF's supplies and services in support of the Country Programme Plan of Cooperation with the Royal Government of Cambodia.

Main Duties and Responsibilities
Under the supervision of Chief Supply and Procurement, the selected candidate will be responsible for following key areas:

- Assisting UNICEF programme sections and implementing partners with overall supply chain management including procurement planning and implementation, logistics planning, and arrangements facilitating efficient clearance, storage and distribution of supplies and equipment from ports of entry and warehouses to end-users
- Interacting with programme sections and implementing partners in the preparation of appropriate documents such as procurement plans, product specifications, supply requisitions, cost estimates, purchase orders, distribution plans, etc.
- Administering the complete workflow for procurement services transactions; cost estimates, order confirmations, delivery, and settlement of accounts
- Undertaking local procurement as required. Maintaining contacts with local and regional vendors and customs officials, and following up on cargo documentation to facilitate timely customs clearance of supplies and equipment
- Undertaking site visits to monitor supply inputs, and proposing corrective actions to improve supply chain management

Minimum Qualifications and Experience:
- University degree in business administration, management or related field
- At least two years of professional work experience in supply chain management or purchasing at the national or international levels
- Demonstrated experience and thorough knowledge of public procurement principles and processes
- Experience working in the UN or other international development organization an asset

Expected Values, Competencies and Skills:
- Respect for and adherence to UNICEF’s core values of Commitment, Diversity and Inclusion, and Integrity
- Committed to UNICEF’s mission in Cambodia
- Strong interpersonal and team working skills and capacity to work in a multicultural environment
- Strong customer orientation and proactive communication skills
- Strong drive for results, setting high standards for the quality of work with due attention to details
- Strong planning and organizational skills
- In-depth knowledge of health sector products, their handling requirements and regulatory frameworks
- Knowledge of and experience with Enterprise Resource Planning (ERP) systems and procedures an asset
- Fluent verbal and written English and Khmer

Submission of Applications:
Applications accompanied by an updated CV and P11, as well as two most recent performance appraisals (where possible) shall be sent by email to cbdhrvacancies@unicef.org or by mail to UNICEF Cambodia, HR Unit, No. 11, Street 75, Sangkat Sraschark, Phnom Penh, Cambodia. The Personal History Form (P11) can be downloaded from www.unicef.org. Regret letters will only be sent to shortlisted candidates. All applications are treated with confidentiality.

The deadline for receipt of applications is 17 November 2013
UNICEF is an equal opportunity employer and encourages qualified women to apply