



UNHCR

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

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Basra invites qualified candidates to apply for the following vacancy:

Title: **Senior IT/Supply Assistant- GL5**

Date of Issue: **19 February 2012**

Duty Station: **Iraq – Basra**

Deadline for applications: **01 March 2012**

Major Duties and Responsibilities:

The incumbent will undertake the following responsibilities under the direct supervision of the Head of Field Office of UNHCR Basra:

1. Assist the office (Basra, Missan and Nassirya) in setting standards for applications that meets the needs of the users and supports the overall Information Technology.
2. Monitor and maintain the LAN, Network Servers, Printers, LAN points, Hubs, Patch pane, etc. to prevent faults occurring.
3. Ensure that information problem recovery is done as quickly as possible by making regular system back-ups
4. Assist with the installation of software packages, basic repair/maintenance of all computer hardware in the office and where required implementing partners.
5. Train UNHCR staff on email operation system
6. Add or remove users from the Network
7. Maintain the inventory of telecommunication and IT equipment
8. Evaluate Purchase Requests and authorizations to ensure that specifications, budget data and other requirements are in order;
9. Draft and dispatch quotation requests and tenders
10. Evaluate offers and prepare bid tabulations
11. Prepare Purchase Orders and send confirmations, requests for inspection, and other correspondence;
12. Prepare proposals for award of contracts to the Contracts Committee
13. Maintain the roster of UNHCR suppliers to ensure a timely service
14. Assist in the coordination of and reporting on the deployment of Non -Expendable Property
15. Assist the office in maintaining internal control mechanisms to ensure that procurement standards and rules are strictly adhered to;
16. Prepare the monthly procurement status report to be sent to STS for information;
17. Ensure that the Asset Track database updated with new arrived assets;
18. Performs other duties as required.

Essential qualifications, knowledge and experience:

- **Education:**
Completion of High School Diploma or equivalent technical school with training/certificate in Telecommunication and Information Technology/certificate in Business Administration, Logistics, Warehousing or a related field; University degree in Business Administration, Social Science or related field will be an asset.
- **Personal qualities:**
 - ◆ Highly motivated with strong interest in humanitarian work, dynamic and energetic with strong personality to manage work pressure.
- **Skills and Experience:**
 - ◆ Equivalent to 5 years of related working experience.
 - ◆ Technical knowledge of information technology
 - ◆ Certificate in LAN operation.
 - ◆ Communication skills
- **Languages:**
 - ◆ Fluency in English and Arabic, both written and spoken as well as excellent drafting skills in both languages



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Interested applicants should forward the UN history form (P-11) with a covering letter in English explaining their interest in the position to:
e-mail: irqbaadm@unhcr.org

Please indicate the post title you are applying for.

Only short-listed applicants will be contacted, and engagement is needed immediately.

UNHCR IOUA

