



**UNITED NATIONS ASSISTANCE MISSION IN SOMALIA
(UNSOM)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS:	12 NOVEMBER 2018
DATE OF ISSUANCE:	14 OCTOBER 2018
FUNCTIONAL TITLE:	RATIONS ASSISTANT
LEVEL:	GL-4
SECTION:	CENTRALIZED WAREHOUSING
LOCATION:	MOGADISHU
DURATION OF CONTRACT:	ONE (1) YEAR FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/RA/042/2018

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred to take up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located within the Centralized Warehousing Section (CWS), Mogadishu, Somalia. The incumbent will report directly to the Head of Stock Control Unit.

Duties and Responsibilities

Within delegated authority, the Rations Assistant will be responsible for the following duties:

- Assist in coordinating with the relevant parties in rations supply chain such as rations supply, warehouses, vehicles to ensure that food delivery procedures are in line with stated;
- Support the monitoring and analysis of contractual performance to ensure compliance with contract terms, schedules and cost objectives;
- Assist in the implementation of internal controls for contingent rations management and rations record management;
- Assist in invoice verification processes, food order processing and delivery management.
- Assist in ensuring Emergency Rations Packs are of an acceptable quality, under good storage conditions and safe to consume.
- Conduct periodic Inspection of Rations Packs in various locations;
- Assist in verifying all contingents' rations stores, kitchens and dining facilities to ensure compliance with Rations policy not limited to requisitioning procedures, good hygienic practices (GHP) and safety standards of food handlers, equipment and facilities;
- Effectively contribute to Rations Unit extra regimental activities and other program to be under taken by the Unit. Interface with Rations Invoicing / Requisitioning Assistant in their absence;
- Assist in the coordination of contractor performance meetings;
- Assist in monitoring Service notifications and classify by level of priority;
- Assist in processing the reservation and good issuance of various commodities using Umoja;
- Assist in raising and monitoring of Cargo Movement Request (CMR) of various commodities to various locations using Field Support Software (FSS);
- Perform other duties as required.

Competencies

Professionalism: Ability to maintain accurate and specific records and inventories. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications:

Education: High school diploma required. Relevant professional training and extensive experience in at least one of these areas: Project/contract management, food technology, supply chain management or logistics.

Experience: At least two (02) years of progressively responsible experience in the areas of supply, project/contract management, inventory management, logistics support in the field, or food technology.

Languages: English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English and Somali is required. Knowledge of another UN language is an advantage.

Method of

Evaluation: Qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **November 12, 2018** not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

Kindly attach a copy of P11, High School Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).