



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

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

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| DEADLINE FOR APPLICATIONS | : | 09 OCTOBER 2019 |
| DATE OF ISSUANCE | : | 10 SEPTEMBER 2019 |
| FUNCTIONAL TITLE | : | PROPERTY CONTROL AND INVENTORY ASSISTANT |
| LEVEL | : | GL-4 |
| SECTION | : | CENTRALIZED WAREHOUSING SECTION |
| LOCATION | : | MOGADISHU |
| DURATION OF CONTRACT | : | ONE (01) YEAR FIXED-TERM APPOINTMENT |
| VACANCY ANNOUNCEMENT NUMBER | : | UN SOS/CWS/030/2019 |

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 in order 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 in order to be eligible to apply for this vacancy.

Organizational setting and reporting relationships:

This position is located in the field mission of the United Nations Support Office in Somalia (UN SOS). The Property Control and Inventory Assistant duty station is in Mogadishu, Somalia at the Centralized Warehousing Section (CWS), and reports directly to the Head, Stock Control Unit.

Responsibilities:

Within the delegated authority of the Chief, Centralized Warehouse Section (CWS) and under the direct supervision of the Head, Stock Control Unit, the incumbent shall carry out the following functions:

- Assist the supervisor with stock management operations, monitor progress through statistical analysis of database records and monthly progress reports for the Unit;
- Liaise with Commodity Managers, Inbound Coordination Unit and Receiving and Inspection Unit at the mission levels on matter related to inventory control of UN Property;
- Assist with proper property write-off through actions of goods movement in Umoja (551 – good returned to stock and issued to scrap) as part of the reduction of investment in inventory that have lost its economic usefulness;

- Assist the Supervisor in the maintenance of accurate and auditable records, in electronic format, for accountability of UN Property at mission level in conformance with Administrative Instructions, LDS/DFS guidelines and mission Property Management standard operating procedures;
- Utilized as required, the established business intelligence and management tools to monitor and evaluate the overall progresses of the Mission's property management;
- Process all incoming notification by raising reservations and Goods issuances in Umoja;
- Complete all service notification pending tasks, assigned to Stock Control Unit.
- Process all incoming shipments (transfers) through Umoja and prepare good placed in storage reports (material document) from Umoja Inventory Management System;
- Assist in monitoring Umoja PP&E inventory, ensuring that discrepancies identified by the Property Management Unit (PMU), are addressed immediately;
- Assist in the compilation of periodic performance reports in line with the LSD quarterly reporting regime, review and ensure accuracy of data;
- Assist in the preparation of accurate and auditable statistical reports for management in missions and LSD/DFS and draft correspondence, as required;
- Assist in providing support in compilation and drafting the Standard Operating Procedures (SOP) and flow charts relating to all aspects of Inventory Management activities within the context of the overall mandate of the Unit, including terms of reference and job descriptions for the Staff in the Unit;
- Identify issues and implement solutions to problematic areas related to Inventory Management.
- Perform other duties as required.

Competencies:

Professionalism: Has knowledge of general office procedures, policies and directives, in particular, inventory and control guidelines. 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.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost, and quality standards; operated 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.

Client Orientation: Considers all those to whom we provide services to, as “clients” and seeks to see things from the clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions; monitors on-going developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualification and Experience

Education: High School diploma or equivalent is required. Training in logistics, supply chain management, inventory, asset management or other relevant field is desirable; University degree related to the advertised function is an advantage. Knowledge on the SAP is an advantage.

Experience: A minimum of (3) years of progressively responsible experience in the field of inventory control, property management, logistics, procurement, or other related fields.

Language: Excellent written and oral command of English is required. Knowledge of another official United Nations language is an advantage.

Assessment Method: Evaluation of 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 Profile (PHP) to the address mentioned below quoting vacancy announcement number and functional title on the subject line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **09 October 2019** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsoa@un.org

Kindly attach a copy of 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).