



# UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSO)

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

<b>DEADLINE FOR APPLICATIONS</b>	<b>:</b>	<b>03 NOVEMBER 2019</b>
<b>DATE OF ISSUANCE</b>	<b>:</b>	<b>04 OCTOBER 2019</b>
<b>FUNCTIONAL TITLE</b>	<b>:</b>	<b>SUPPLY ASSISTANT</b>
<b>LEVEL</b>	<b>:</b>	<b>GL-6</b>
<b>SECTION</b>	<b>:</b>	<b>ACQUISITION MANAGEMENT SECTION</b>
<b>LOCATION</b>	<b>:</b>	<b>NAIROBI</b>
<b>DURATION OF CONTRACT</b>	<b>:</b>	<b>ONE (01) YEAR FIXED-TERM APPOINTMENT</b>
<b>VACANCY ANNOUNCEMENT NUMBER</b>	<b>:</b>	<b>UNSO/AMS/035/2019</b>

## **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 within the Acquisition Management Section of the United Nations Support Office in Somalia (UNSO). Under the overall guidance of Chief Acquisition Management Section, the Acquisitions Planning Assistant reports to the Senior/Acquisitions Planning Officer or to the Chief of Section. The incumbent is primarily involved with furnishing all types of supplies, equipment, material, property and certain services to the Peacekeeping Missions, ensuring adequate and proper allocation of resources, as well as planning future acquisitions

## **Responsibilities:**

Within the delegated authority the Supply Assistant may be responsible for the following duties:

- Receives requests and allocates approved requests for furniture, supplies and/or equipment to various departments, sections of the mission;
- Makes periodic surveys of departments, sections, or missions to ensure appropriate use of allocated furniture, supplies and/or equipment; Communicates with the office space project managers to understand the furniture needs of the projects and coordinate the ordering and delivering of furniture for these projects;
- Replenishes stock room or warehouse with furniture, supplies and/or equipment, and ensures that these items are securely and properly stored; Advises on purchase schedules taking into account needs for anticipated replacement of, and replacement programmes for, existing supplies, furniture, and/or equipment;
- Conducts receiving and inspection formalities for incoming items; makes necessary arrangements to return damaged or defective inventoried items; Liaises with vendors (moving companies) involved with the transfer of office furniture, items and/or equipment from outside locations;
- Assists with initiating requisitions, verifying funding, performing technical evaluations, providing comparative

reports of proposed bids, providing preliminary recommendations of successful bids and certifying invoices for payment within the Integrated Management Information System (IMIS) or the Field Assets Control System (FACS);

- Analyses and suggests improvement to the efficient operation of stockroom or warehouse operations; Analyses trends on usage, costs, stocking levels, etc. and prepares periodic reports and statistical information;
- Assists in providing detailed specifications for new equipment acquisitions and in making suggestions for adapting existing equipment to new environs; Assists in devising systems contract Requests for Proposals (RFPs); Supervises staff within Unit.
- Assists new mission survey/start-up team by initializing the accounting records for the Property and Control Inventory Unit, supervising the Receiving and Inspection of all UN owned property, participating in the In-Survey of contingent owned equipment, evaluating requirements and producing initial assessments for mission budget planning for Supply Section commodities;
- Develops, in close collaboration with the computer programmer, systems design for inventory assets tracking applications including file structure, records and screen layouts; test new or modified applications for suitability to unit requirements and make recommendations for improvements; Assists in taking physical inventories of field mission's property and in investigating and reconciling discrepancies;
- Ensures that the field mission's assets are bar-coded, decaled and tagged as per the guidelines; Assists in managing and maintaining a comprehensive electronic database of expendable and non-expendable property;
- Assists in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property as required, including those on surplus (damaged/obsolete) non-expendable property, on consumption, proposed consumption and local/HQ procurement lead-time for non-expendable property, etc.;
- Assists in supervising sales and/or disposals of property; Assists in preparing and issuing catalogues listing non-expendable property together with code numbers; Supervises staff within Unit.;
- Provides training and advises to Property Record Custodians on inventory-related matters; Provides administrative and technical support in managing UN owned field assets or other UN owned property in relevant UN asset control databases (e.g. Field Asset Control system (FACS), Scandata, ProcurePlus, etc.) and trains users on these databases; proposes, implements and/or monitors technical or procedural changes to relevant database(s) as necessary and carries out preliminary programming and testing of those changes within the system; Performs verification and data migration of existing property control databases and the migration of data between other UN asset control databases.
- Performs other duties as required.

## Competencies

**Professionalism:** Demonstrated knowledge of and exposure to a substantive field of work in the areas of medical supply chain management, acquisition planning, warehousing, inventory management, distribution and procurement. Shows pride in work and 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

**Client Orientation:** Considers all those to whom services are provided to be “clients ” and seeks to see things from 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 ongoing 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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

### **Qualifications and Experience:**

**Education:** High School diploma or equivalent is required.

**Experience:** At least seven years of progressively experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area

**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 **03 November 2019** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: [recruitment-unsoa@un.org](mailto: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).