



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)**

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

**DEADLINE FOR APPLICATIONS : 06 AUGUST 2022**  
**DATE OF ISSUANCE : 28 JULY 2022**  
**FUNCTIONAL TITLE : Inbound Operations Assistant**  
**SECTION : Inbound Delivery Coordination Unit**  
**MAINTENANCE SECTION**  
**LOCATION : MOGADISHU**  
**DURATION OF CONTRACT : 6 Months (Initial Period)**  
**VACANCY ANNOUNCEMENT NUMBER : 22-United Nations Support Office in Somalia-187441-  
Individual Contractor (2 positions)**

**Organizational setting and reporting relationships:**

Organizational Setting and Reporting Relationships: Under the overall guidance of the Chief Inbound Delivery Coordination Unit, the Inbound Operations Assistant positions are based in Mogadishu, Somalia.

**Duties And Responsibilities**

The Inbound Operations Assistant shall be responsible for, but not limited to the following:

- Expedite the customs clearing process by directly engaging the different government authorities and following on all UNSOS requests for Tax Exemption and Import Licenses.
- Manage the handling of shipping documents provided by suppliers, forwarders, and local clearing agents to support the fast track of all UNSOS shipments requiring Tax Exemption or Import Licenses.
- Proactively identify and report any potential impediment that may affect the timely release of tax exemptions or import license and provide expert professional advice on the resolution of such cases.
- Act as logistical operational link between authorities, clearing agents, and UNSOS.
- Prepare scheduled and ad-hoc reports, notification, and follow-up pertaining routine processes and exceptions requiring attention.
- Identify and manage risks related to the on-time delivery of goods, including shared awareness of arrival scheduling to help ensure timely receiving and successful delivery of goods.
- Develop, maintain, and share best practice approaches for all functions related to the tracking, maintenance, and reporting of the whole spectrum of inbound activities related to tax exemption and import licenses.

**Work Location**

Mogadishu

**Expected Duration**

For a duration of 6 (six) months, with possibility for extension

**Result of Service**

Under the overall guidance of the Chief Inbound Delivery Coordination Unit, the Inbound Operations Assistant positions are based in Mogadishu, Somalia. The Inbound Operations Assistant shall provide assistance in all aspects of coordination of incoming commercial cargoes, and expedition of customs clearance and import/export activities. The Inbound Operations Assistant shall report to the Chief Inbound Coordination Unit for all UNSOS/UNSOM purchase orders for inbound commercial shipments, intra-mission and intermission inbound deliveries by land, sea, or air.

**Qualifications/Special Skills**

Competency:

**Professionalism:** Demonstrate professional competence and in-depth knowledge of principles of the Inbound Coordination role as it pertains to UNSOS, including but not limited to awareness of potential complications in ordering and receiving, the receiving process itself and the follow-on processes of invoice processing, payment, and vendor reconciliation of payments both completed and outstanding. Proven understanding of technical, supervisory, and administrative roles relating to these functions; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

**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.

**Planning and 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.

**Client Orientation:** Establishment and maintenance of productive partnerships with clients by gaining their trust and respect; identification of clients' needs and matching them to appropriate solutions.

**Communication:** Good communication skills (oral, written and presentational); proven ability to defend and explain difficult issues and positions to staff, including senior officials.

**Academic Qualifications:****Education:**

- High school diploma, or equivalent is required. Computer literacy in word processing, spreadsheets and database are required.
- Additional technical/vocational qualifications in logistics, transportation or management is desired. Valid national driving license is desired.
- Demonstration of an intimate knowledge and understanding of INCOTERMS and local regulatory procedures related to Tax Exemption and Import License is desired.

**Experience:**

A minimum of five (5) years of progressively responsible experience in logistics, commercial cargo imports and/or related services are required.

**Language:** English and French are the working languages of the organization. For the post advertised, fluency in oral and written English is required.

Please apply online: <https://careers.un.org/lbw/jobdetail.aspx?id=187441>

**United Nations Considerations**

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. As per UN policy, Consultants and Individual Contractors may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.