



## UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

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**

DEADLINE FOR APPLICATIONS	:	09 MARCH 2021
DATE OF ISSUANCE	:	08 FEBRUARY 2021
FUNCTIONAL TITLE	:	PROPERTY MANAGEMENT ASSISTANT
LEVEL	:	GL-6
SECTION	:	PERFORMANCE MANAGEMENT SECTION
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	ONE (1) YEAR FIXED-TERM
APPOINTMENT	:	
VACANCY ANNOUNCEMENT NUMBER	:	UN SOS/PMS/003/2021

### 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:

The position is located in Performance Management Section of the United Nations Support Office in Somalia (UN SOS). The incumbent will be based in Nairobi, Kenya and will be under the direct supervision of the Property Management Officer.

### Responsibilities:

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

- Assists in receiving all deliveries of mission supplies.
- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition.
- Interacts with other property management stakeholders and providers of services, in particular Technical Units, Procurement Section, Joint Logistics Operations Center, and Local Property Survey Boards, as appropriate.
- Prepares and submits Receiving and Inspection (R&I) reports, discrepancy reports, and disposal reports for the unit chief's approval.

- Identifies anomalies and/or discrepancies and the details thereof, or any other reason for rejection and record in Damage Discrepancy Reports (DDR), posted on the system and presented to Receiving and Inspection supervisor and Procurement for immediate action.
- Process Goods Receipt reports and Receiving and Inspection Reports in Umoja Inventory Management System.
- Maintains on a daily basis accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and Standard Operating Procedures (SOPs).
- Updates all physical verification records and data entry in the Umoja Inventory Management system.
- Assist stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the Department of Field Support (DFS) Directives, Logistics Support Division (LSD) Guidelines and mission's SOPs.
- Produces reports on a monthly basis and when requested by supervisor.
- Drafts statements of requirements for contracts and services for disposal.
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material.
- Assist Technical Units in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards.
- Assists in carrying out Board of Survey as and when required.
- Prepares statistical analysis and trend analysis on United Nations property.
- Supervises, trains and provides guidance to the team members.
- Reviews reports and makes recommendations.

## **Competencies**

### **Professionalism:**

Proven ability to manage a diverse range of technical services; expert knowledge of the UN Financial Rules and Inventory Management Systems; Expert knowledge in the field of property management, fixed assets management, Business Intelligence and Supply Chain management; Comprehensive grasp of UN electronic inventory applications and UN accounting practices; ability to interpret and articulate UN rules; 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 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.

**Education:**

High school diploma or equivalent is required. Certification in Property Management and Certified Supply Chain Analyst (CSCA) is desirable.

**Work Experience:**

A minimum of seven (7) years of progressively responsible experience in the field of property management, inventory control, logistics, procurement, or other related fields.

**Languages:**

English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required.

**Assessment Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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 March 2021** will not be accepted. **Curriculum Vitae (CVs) will not be accepted**. Only shortlisted candidates will be contacted.

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

**Kindly attach copies of relevant academic certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. The applicant MUST submit a copy of a valid National driving license. Applications without a copy of the license will not be considered further. 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).**