



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

DEADLINE FOR APPLICATIONS:	20 JANUARY 2021
DATE OF ISSUANCE:	21 DECEMBER 2020
FUNCTIONAL TITLE:	PROPERTY MANAGEMENT ASSISTANT
LEVEL:	GL-5
SECTION:	ACQUISITION MANAGEMENT SECTION
LOCATION:	NAIROBI
DURATION OF CONTRACT:	ONE (1) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER:	UNSO/AMS/028/2020

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 the Acquisition Management Section of the United Nations Support Office in Somalia (UNSO). The incumbent will be based in Nairobi, Kenya and will report to the Team Leader, Acquisition Management Section

Responsibilities:

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

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition.
- Responsible for the maintenance of accurate and auditable records, in both hard and electronic format, for accountability of UN Property at mission in conformance with Administrative Instructions, Department of Management Strategy, Policies and Compliance's guidelines and mission Property Management standard operating procedures.
- Prepares and submits Receiving and Inspection 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.
- Reviews Goods, Receipts reports in Umoja and Receiving and Inspection Reports in an electronic 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 SOPs.
- Updates all physical verification records and data entry in electronic inventory management system.
- Assist stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines and mission's SOPs.
- Produces Business Object reports on monthly basis and when requested by the supervisor.
- Assists in drafting 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 SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards.
- Reviews acquisitions actions and monitors status of acquisition processes for all commodities and services of assigned categories including a full range of procurement and other supply chain matters and identifies ways to overcome obstacles when delivering goods. This includes liaising with mission technical units on the planning and coordination of transportation requirements, service contract requirements and maintenance plans of assigned services, consolidation of inbound deliveries, ensuring that adequate lead times and sourcing options are considered in all requisitions.
- Prepare shopping cart for requisitions and link it to the appropriate established local, regional and global contracts to generate a purchase orders (POs) in production, implementing internal control system that ensures timely corrective actions on POs with budget check errors and other problem.
- Performs other duties, as required.

Competencies:

Professionalism:

Proven ability to manage 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, PCIU, 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 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; 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 services are provided to be "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 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.

Qualifications:

Education: High school diploma is required.

Experience: A minimum of 5 years of experience in the field of property management, inventory control, logistics management or related field is required. Experience providing services to or in a field operation of the United Nations Common System or a comparable international organization is desirable. Experience in purchasing goods and services may be an asset

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 for this position may include a technical driving assessment which may 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 **20 January 2021** will not be accepted. **Curriculum Vitae (CVs) will not be accepted.** Only shortlisted candidates will be contacted. **FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY.**

Email: 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).