



**UNITED NATIONS SUPPORT OFFICE FOR 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:	01 SEPTEMBER 2017
DATE OF ISSUANCE:	02 AUGUST 2017
FUNCTIONAL TITLE:	PROPERTY MANAGEMENT ASSISTANT
LEVEL:	GL-4
SECTION:	WAREHOUSING AND DELIVERY
LOCATION:	MOMBASA
DURATION OF CONTRACT:	ONE (01) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSO/PMA/017/2017

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 Monitoring and Compliance Unit in Mombasa. The Property Management Assistant at this level reports to the Head, Monitoring and Compliance Unit.

Duties and Responsibilities;

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

- Verification to all UN property in the mission and for participation in various phases of the physical verification of assets within the mission.
- Assists in receiving all deliveries of mission supplies;
- Assists in conducting physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition;
- Assists in identifying 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 R&I supervisor and Procurement for immediate action;
- Processes Goods' Receipt reports in Umoja and R&I Reports in electronic inventory management system;
- Maintains on a daily basis accurate and auditable property records in electronic inventory managements 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;
- Assists 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;
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;
- Assists the supervisor in coordinating with SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- Prepares statistical analysis and trend analysis on United Nations property;
- Performs other duties, as required.

Competencies:

Professionalism: Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics and ability to apply them in an organizational environment. Ability to maintain accurate records and prepare reports on a wide variety of data. . 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.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications

Education: High school diploma or equivalent is required.

Experience: A minimum of three (3) 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. For this position, fluency in oral and written English is required. Knowledge of another UN language is an advantage.

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 form (P.11) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **01 September 2017** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

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).