



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
ADVERTISEMENT

DEADLINE FOR APPLICATIONS:	3 August 2016
DATE OF ISSUANCE:	28 July 2016
FUNCTIONAL TITLE:	RATIONS ASSISTANT (8 POSITIONS)
SECTION:	LIFE SUPPORT
LOCATION:	MOMBASA, KENYA
TYPE OF CONTRACT:	INDIVIDUAL CONTRACTOR
DURATION OF CONTRACT	1 – 9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UN SOS/LST /006/2016

Special Notice:

Interested applicants who are working with UN SOS/UN SOM Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organization Setting and Reporting Relationships:

The position is located in the Life support Section. The incumbent will be reporting to the UN SOS Chief Rations Officer.

Responsibilities

Within Delegated authority, the Rations Assistants will be responsible for the following duties:

- Collects and gathers all signed food Delivery Notes and supporting documents as directed.
- Keys in each quantity of food items delivered against each quantity of item ordered.
- Identifies quantities of food items accepted and or rejected against quantities delivered.
- Establishes discrepancies related to rejection, damaged, spoiled and/or missing food items.
- Identifies food items subject to authorized substitution (if any) and processes them accordingly.
- Applies all required adjustments and penalties (Acceptance Performance Level) related to over and under deliveries, late deliveries, number of line items, weights and substitutions.
- Creates a comprehensive summary of each final figure of each Goods Received Report (GRR) per unit and per location including all penalties and adjustments where applicable.
- Keeps an accurate log of all activities performed and their outcome as directed.
- Prepares a final financial summary for each Food Delivery Cycle.
- Performs other duties as required.

Results/Expected Output:

- Goods received reports based on accurate data and with logical application of contractual terms and conditions;

- Comprehensive reports summarizing the whole of the goods received reports for a whole consumption period;
- Caption of all eventual over-invoicing by the Rations Contractor.

Competencies

Professionalism: 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.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

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.

Education: A High school diploma or related is required. Very good knowledge of spreadsheets and its related tools and formulas is imperative as the tasks related to GRR verification process are essentially performed in Microsoft Excel software.

Work Experience: At least five (5) years of progressively relevant experience in work involving spreadsheets and related tools is required. Experience in inventory and accounting is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English (both oral and written) is required.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs> Applications submitted after the deadline **3 August 2016** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

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).