



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

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO LOCAL RECRUITMENT AND DOES NOT HAVE INTERNATIONAL ALLOWANCES OR  
BENEFITS. FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY  
(READVERTISEMENT)**

**DEADLINE FOR APPLICATIONS : 16 OCTOBER 2021**  
**DATE OF ISSUANCE : 17 SEPTEMBER 2021**  
**FUNCTIONAL TITLE : PROPERTY MANAGEMENT ASSISTANT**  
**LEVEL : GL-6**  
**SECTION : PERFORMANCE MANAGEMENT SECTION**  
**LOCATION : NAIROBI**  
**DURATION OF CONTRACT : ONE (01) YEAR FIXED-TERM APPOINTMENT**  
**VACANCY ANNOUNCEMENT NUMBER : UNSOS/SCM/PROG/021/2021**

**Special Notice:**

This position is funded for an initial period of one year. Extension of appointment will be subject to budgetary approval. This position is subject to local recruitment pursuant to United Nations staff rule 4.4. All staff in the General Service and related categories shall be recruited in the country or within commuting distance, irrespective of their nationality and of the length of time they may have been in the country. Local laws governing employment for non-nationals will be observed by the United Nations. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**Organizational setting and reporting relationships:**

The position is located in the United Nations Support Office in Somalia (UNSOS) within the Property Management Unit in the Performance Management Section. The incumbent will be based in Nairobi and reports to the Property Management Officer.

**Key Duties and Responsibilities:**

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

- Assist in receiving all deliveries of mission supplies.
- Conduct physical inspections and quality control of 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 R&I supervisor and Procurement for immediate action.
- Processes Goods Receipt reports and R&I 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 SOPs.
- Updates all physical verification records and data entry in the Umoja 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.
- 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.
- Assists 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.
- Performs other duties, as required.

### **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.

**Qualification and Experience**

**Education:** High school diploma or equivalent is required.  
Certification as Certified Supply Chain Analyst (CSCA) is highly desirable.  
Certification in Property Management is desirable.

**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 is required.

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

**Assessment Method:** Evaluation of qualified candidates for this position may include a substantive assessment which will 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 P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **16 October 2021** will not be accepted.

**Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.**

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

Kindly attach a copy of High School Certificate, Passport and or National Identification Card.  
These are required as part of your application for consideration of eligibility.

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).**