



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

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

DEADLINE FOR APPLICATIONS:	16 May 2018
DATE OF ISSUANCE:	10 May 2018
FUNCTIONAL TITLE:	INVENTORY MANAGEMENT ASSISTANT(MEDICAL)
SECTION:	WAREHOUSING AND DELIVERY
LOCATION:	MOGADISHU, SOMALIA
TYPE OF CONTRACT:	INDIVIDUAL CONTRACTOR (INTERNATIONAL)
DURATION OF CONTRACT	01-09 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/IMA-MEDICAL/2018

Special Notice:

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

Organizational Settings and Reporting Relationships:

This position is located in the field mission of the United Nations Support Office in Somalia (UNSOS). The Inventory Management Assistant (Medical) will be based in Mogadishu and will serve in the Warehousing and Delivery Section, Mogadishu Logistics Base.

Duties and Responsibilities:

The incumbent will be under the overall supervision of the Chief Logistics Base and the direct supervision of Head of Unit, Warehouse Operations. The incumbent will be responsible for the day-to-day coordination of activities in the medical unit at the warehouse, contribute to the facilitations of an unimpeded supply of medical supplies, manage inventory (warehouse), provide custody and/or distribution of drugs within the mission area.

Major duties and responsibilities include.

- Maintains and monitor the inventory of the medical items and equipment.
- Provides support in defining specification of drugs, medical consumables and medical equipment.
- Assists in the day-to-day activities of the medical assets in the warehouse.
- Prepares the monthly write-off, of expired items, such as drugs, medical supplies, and medical consumables in the warehouse, and submit reports documenting the write-offs.
- Maintains and secure proper storing conditions of drugs and medical consumables the warehouse.
- Inspects all items delivered to the Medical Section.
- Packs and prepares medical supplies and medical consumables for distribution to various sectors as requested.
- Prepares and packages drugs, medical supplies and equipment for onward transfer to mission clinics located in operational regions within mission area.
- Plans for and Conducts Physical Inspection of inventories of expendable and non-expendable assets and commodities located in containers and warehouses and reports the results.
- Segregates stocks that are damaged, expired or identified as surplus or obsolete.
- Appends stock count details onto stock sheets and submit for review.

- Monitors and maintains accuracy of the inventory by timely updating PV data in UMOJA.
- Focal point for discrepancy reconciliation as per PMS reports.
- Focal point for gathering all request for logistical support in terms of equipment and materials liaising with warehouse operations team for expediting the shipments; and
- Performs other duties as required or assigned.

Expected Results: Ability to work with an emphasis on results, productivity, efficiency and effectiveness.

Competencies:

Professionalism: Knowledge of the organization’s rules and regulations as they pertain to supply, purchasing and logistics. Demonstrated use of initiative and ability to make appropriate linkages in work requirements and anticipate next steps. 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.

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.

QUALIFICATIONS:

Education: High school or equivalent diploma is required with pharmaceutical studies, or a related field is desirable.

Work Experience: A minimum of eight (8) years progressively responsible experience in pharmaceutical work or related area. Experience with assets management and inventory control is an added advantage and competent in the use of standard software packages including Excel.

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of another UN official languages is an advantage.

Assessment: 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 on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **16 May 2018** 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).