



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSO)

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

DEADLINE FOR APPLICATIONS:	03 OCTOBER 2016
DATE OF ISSUANCE:	27 SEPTEMBER 2016
FUNCTIONAL TITLE:	LOGISTICS ASSISTANT (6 POSITIONS)
SECTION:	INTERGRATED WAREHOUSE & DISTRIBUTION
LOCATION:	MOGADISHU, SOMALIA
TYPE OF CONTRACT:	INDIVIDUAL CONTRACTOR (INTERNATIONAL)
DURATION OF CONTRACT	1 – 9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSO/IWD/014/2016

Special Notice:

Interested applicants who are working with UNSO/UNSOM 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: Within the delegated authority of the Chief, Integrated Warehouse Section and under the direct overall supervision of the Unit Head. The Logistics Assistants will be responsible but not limited to the work in the areas of warehousing and distribution related activities within UNSO/UNSOM and is based in Mogadishu, Somalia.

Tasks:

- Managing stocks in warehouse and supervise subordinate staff;
- Assist in receiving and issuing goods and equipment from/to storage;
- Consolidate requirements and prepare goods and supplies for shipment;
- Prepare required documentation for shipment;
- Assist with maintenance of the container database;
- 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;
- Segregate stocks that are damaged, expired or identified as surplus or obsolete;
- Append stock count details onto stock sheets and submit for review;
- Analyses discrepancies, proposes solutions and follows-up on action to be taken to resolve them;
- Monitor and maintain accuracy of the Inventory Management System (IMS) by timely updating PV data in the Galileo IMS;
- Focal point for discrepancy reconciliation as per PMS reports;
- Focal point for gathering all requests for logistical support in terms of equipment and materials and liaising with Warehouse Operations team for expediting the shipments;
- Establishing and maintaining functional files and reference library;
- Supervises assigned staff;
- Any 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **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.
- **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 diploma or equivalent. Technical or vocational certificates in Logistics, Supply Chain Management, Business Administration or related fields and sound knowledge of MS Office software (Word, Excel, Outlook) is a requirement. National driving license and fork lift operator’s license is an advantage.

Experience: At least 5 years of progressively responsible experience of practical field logistics operations. Knowledge of inventory management techniques, and warehousing operations is essential.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Somali language is an advantage.

Assessment: Evaluation of qualified candidates may include an assessment exercise which will be followed by competency based interview.

Additional Information: Candidates who are not selected, but whose performance on the interview process nevertheless demonstrate themselves to be suitable for a similar function may be kept on a roster for up to 12 months. Candidates placed on roster may be considered for selection against future vacancies for the same function and level.

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 **03 October 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).**